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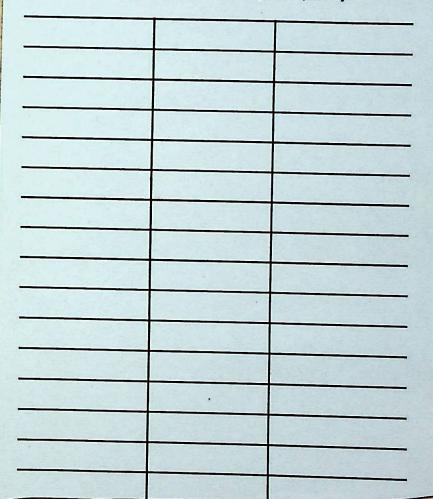
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# **FUNDAMENTALS**

OF

# MODERN TYPEWRITING

(THEORY & PRACTICE)

BY

# K. MOHAMMAD KHAN

APPROVED FOR SCHOOL USE Page 304, Fort St. George Gazette D. 26-5-36.



THE PREMIER TECHNICAL INSTITUTE, HIGH ROAD, CHITTOOR.

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# PREFACE.

HE demand for efficient typists in India is increasing day by day. An up-to-date book on the subject of typewriting to suit Indian conditions is therefore an absolute necessity. The aim of the author is to prepare a vade-mecum useful to pupils of commercial institutes and to examination-going candidates and also to provide a suitable desk companion to every typist or clerk doing typewriting work in an office or mercantile house. Some of the special features of the book are enumerated below:—

- 1. The system of "touch typewriting" has been given due attention and special rhythm exercises have been introduced. A "Touch Typewriting" Chart indicating the correct method of fingering is also provided.
- 2. The exercises are graded and the gradation is so natural and progressive, that even in the absence of a teacher the learner can, with ordinary care, learn the subject and acquire proficiency.
- 3. The theoretical instruction is comprehensive. The questions given at the end of each chapter to test the progress of students will also be found useful.
- 4. Adequate instructions for the preparation for examinations and for the answering of the examination paper have been given.
- 5. In the selection of questions, care has been taken to include those set for the Madras S. S. L. C. and the Lower and the Higher Grade Typewriting examinations in recent years.
- 6. Lessons on the mechanism of some of the standard typewriters largely in use in public offices and firms are added so that the pupil may acquaint himself with their mechanism for examination purposes and with a view to remedy the common and simple defects that may manifest themselves in the practical working of the machines.
- 7. To lend a variety to the treatment, great care has been taken to append lithographed MSS. containing passages, official and business letters, tabular statements, Government Orders, legal documents, advertisements, displays, etc., some of which have been selected from the recent Government Examination papers.
- 8. In the compilation of this book the author has taken pains to gather materials from various sources and consulted co-workers in the field and he acknowledges his indebtedness for all the suggestions and inspiration he has received in this direction.
- 9. In presenting this volume to the student population and other members of the public, the author hopes that it will be found useful and that it will serve the purpose for which it is intended. Suggestions for the improvement of the book will be gratefully received.

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# SUGGESTIONS FOR TEACHERS.

The author has reason to think that though a great improvement has taken place in recent years in the art of teaching Typewriting, there is yet scope for considerable improvement and that suitable text-books play an important part in raising the general standard of efficiency attained by students. It is necessary to impress in the minds of would-be typists the importance of accuracy, neatness and quickness. The author would draw the attention of teachers of typewriting to following suggestions also:—

- 1. Before a pupil is allowed to practise on the machine, he should be given a thorough training on fingering, if possible on a dummy keyloard. He should then be taken to the machine, and all the preliminary instructions regarding the insertion and adjustment of paper, adjustment of marginal stops and line spacing, returning the carriage, the method of striking the keys, etc. should be thoroughly taught.
- 2. The teacher should insist on his pupils practising upon properly prescribed lines, viz., (1) a close study of hand position and finger movement, (2) a permanently controlled rate of operation and (3) steady practice in progressive stages. There is a tendency on the part of every beginner to look at the keyboard while operating. The teacher should therefore constantly watch the pupils while at work, and see that their eyes are always kept on the matter that is being copied. In the earlier stages, the student may be allowed to locate the position of the keys by referring to the keyboard diagram, which may be placed alongside the exercises. In order to overcome the temptation of the student to look at the keyboard and locate the keys by sight, the keyboard should be covered by means of a metal shield which is supplied by most typewriter companies to suit their own particular machine. Another device is the employment of opaque key caps by which the keys are converted into blanks.
- 3. Another important consideration is the rhythm. Rhythm in typewriting is the regularity of beat. The chief point is to allow sufficient time between each stroke during the learning stage. The student should be made to strike each key at a slow rate, and should not be allowed to go faster until the whole keyboard is mastered by the "touch" method. The secret of accuracy lies in thorough and conscientious keyboard practice; and this can be done only by slow initial practice. The more the time spent on this method of practice, and the more the repetition that is made of the correct movement of fingers, the more certain are the results achieved.
- 4. The student should on no account be allowed to write beyond the controlled speed at which perfect accuracy can be maintained. When the stage at which the student is able to type without hesitation or error is reached, the student will make natural progress so far as speed is concerned.
- 5. Every piece of work done by the student should be examined and scrupulously corrected by the teacher and the errors pointed out to the student. The student should be asked to go through the same exercises until he is able to produce a perfectly clean copy. The student should also, of his own accord, be able to recognise his own mistakes in typing and should make an effort to produce a perfectly clean copy.

#### SUGGESTIONS FOR TEACHERS.

- 6. It is not enough if only a clean copy of the matter to be typed is produced by the pupil. The matter may be free from any errors too, but the work judged as a whole might not produce any good impression from the artistic point of view. The student should be trained to cultivate this side of a typist's work and the teacher should point out how the artistic beauty of the typed matter could be preserved only by paying special attention to the rules of centering, punctuation, judicious spacing, adjustment of top and side margins in typing, general setting out, and above all, scrupulous cleanliness in handling the paper and other materials.
- 7. Teachers of typewriting should also realise that good work cannot be turned out with bad tools and materials. The machines supplied for practice or for examination purposes should be in perfect working order and temper. Tables and chairs of suitable and regulation height should be supplied so that the students have no physical handicaps. If possible, copy holders should be made available for use by the pupils. Exercises should be typed out and pasted on straw boards cut to proper size so as to form charts for observation and practice. The student should compare his performance with the specimens put on the boards and realise his defects.

Above all, the teacher of typewriting should be able to infuse a large amount of enthusiasm in his pupils and encourage them in all ways so that the pupils may go about their work either in the examination hall or in an office with a large measure of confidence.



# PRELIMINARY INSTRUCTIONS.

The following preliminary instructions should be studied very carefully by the student.

The essentials of good typewriting are accuracy, neatness and speed. In order to attain the best possible results in regard to these, the student must learn the scientific method of "touch" typewriting, which is the latest and practical method of operating the keyboard.

"Touch Method" means mentally locating the position of the keys and associating each finger with the particular key on which it has to work without the operator looking at the keyboard. The same keys are always worked by the same fingers. The student must remember that the work of the eyes is that of reading the "copy" and the work of the fingers that of manipulating the keys. By the "touch" method the mental and physical effort required to manipulate the machine is reduced to a minimum as the attention of the eyes is always directed to one work viz., reading the copy, and that of the fingers to manipulating the keys, thus making it possible to attain high speed with perfect accuracy. On the other hand, by the old "sight" method sometimes deteriorating into "one-finger" method, this is not possible, as the attention has constantly to be diverted from the copy to the keyboard and vice versa.

The Machine and the Operator's attitude.—The machine should be placed on a table about 26 inches high, and should overhang the table by one inch. The typist's chair should be rigid and about 18 inches high. The operator should sit erect before the machine, but not too far from it, keeping his eyes fixed on the exercise. The body must be kept upright and the feet placed squarely on the floor under the table.

Touch.—Attention must be paid to the correct degree of touch. A perfect touch consists in striking the keys with uniform rapidity and with just that degree of force which secures a clean, sharp impression. The punctuation marks require a lighter depression than that given to other characters. A heavy touch gives a thick and clumsy impression, and over-strains the machine. On the other hand, it should not be very light, for the impressions may be indistinct, sometimes leaving a blank space without any imprint on the paper. It should therefore be light, elastic and staccato, and the fingers should rebound with the keys.

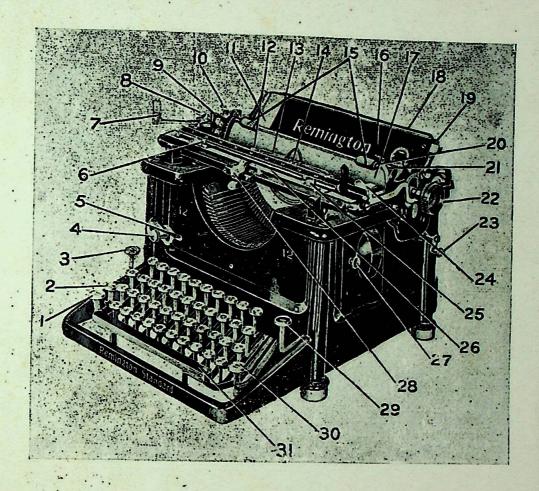
Rhythm.—The student should aim at the attainment of reguarly-timed manipulation, i. e., the successive strokes on the keys should fall with such regularity as to satisfy the ear. Otherwise, irregular letter-spacing or over-lapping of letters and wide gaps between them will result, which will disfigure the performance. The student should not type beyond the rate at which he can type correctly.

Backing Sheet. — In order to avoid damage to the cylinder through hard driving, a fairly stout paper, say 12 th. foolscap sheet, may be used as backing sheet. A heavy rule may be drawn on the backing sheet at the bottom in order to indicate when the bottom of the sheet is approaching.

Diagram of Keyboard.—Till the keyboard is mastered, the diagram of the keyboard-indicating the correct method of fingering by numbers and difference in the shading, supplied along with this book should be placed alongside the exercises in order to locate the position of the required key without looking at the keyboard.

Errors.—After finishing each exercise the student should look carefully through his type-script and mark all the mistakes. He should then note why those mistakes were made and take steps to prevent their repetition. Incorrect work should be re-typed until perfect copies are obtained.

# REMINGTON TYPEWRITER.

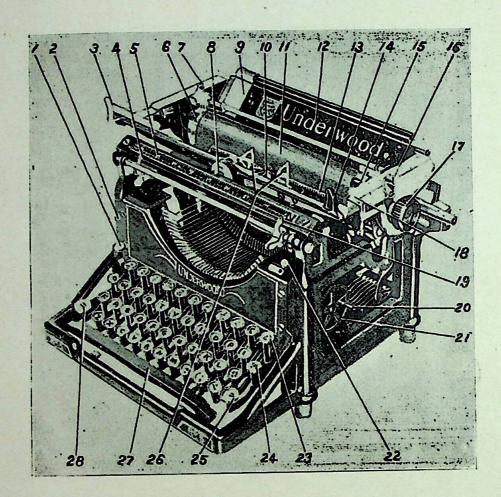


- 1. Left Shift Key.
- 2. Shift Lock Key.
- 3. Back Space Key.
- 4. Ribbon Position Indicator.
- 5. Stencil Lever.
- 6. Left Marginal Stop.
- 7. Line Space and Carriage Return Lever.
- 8. Left Carriage Release Key.
- 9. Left Thumb Wheel.
- 10. Line Space Gauge.
- 11. Paper Side Guide.
- 12. Scale Indicator.
- 13. Line Gauge.
- 14. Type Guide.
- 15. Paper Bails.

- 16. Paper Table.
- 17. Cylinder.
- 18. Tabulator Stop Scale.
- 19. Feed Roll Release Lever.
- 20. Paper Bail Release.
- 21. Paper Bail Lock Release.
- 22. Right Thumb Wheel.
- 23. Ribbon Spool Crank
- 24. Right Carriage Release Key.
- 25. Right Marginal Stop.
- 26. Marginal Stop-bar.
- 27. Ribbon Spool-door Knob.
- 28. Marginal Release Lever.
- 29. Tabulator Key.
- 30. Right Shift Key.

31. Space-lar.

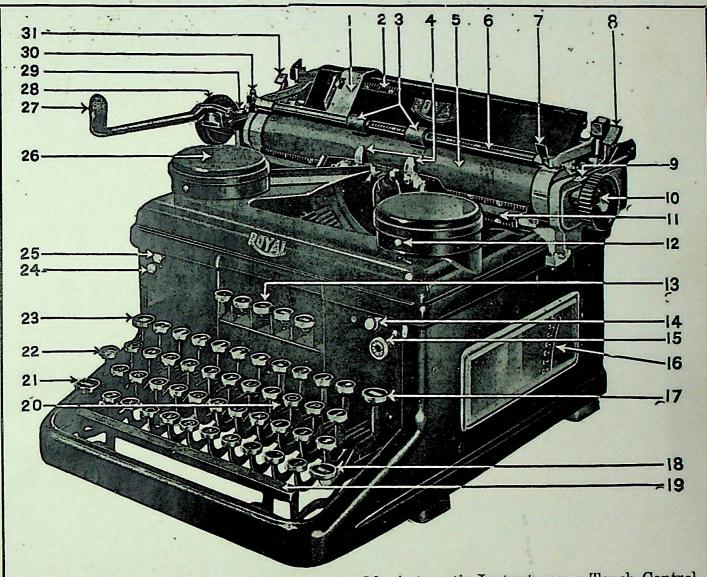
#### UNDERWOOD TYPEWRITER.



- 1. Back Space Key.
- 2. Line Lock Release.
- 3. Line Space Lever.
- 4. Left Marginal Stop.
- 5. Front Scale.
- 6. Left Paper Clamp.
- 7. Line Space Adjusting Lever.
- 8. Carriage Pointer.
- 9. Paper Side Guide.
- 10. Type Guide.
- 11. Cylinder.
- 12. Paper Table.
- 13. Cylinder Scale. (Line Gauge)
- 14. Thumb Piece.

- 15. Right Paper Clamp.
- 16. Paper Release Lever.
- 17. Right Cylinder knob.
- 18. Right Carriage Release Lever.
- 19. Right Marginal Stop.
- 20. Ribbon Crank.
- 21. Ribbon Spool Ratchet Wheel.
- 22. Ribbon Colour Shift Lever.
- 23. Tabular Key.
- 24. Shift Lock.
- 25. Right Shift key.
- 26. Card-holders.
- 27. Space Bar.
- 28. Left Shift Key.

#### ROYAL TYPEWRITER.



- 1. Left Paper Guide.
- 2. Paper Guide Scale.
- 3. Paper Bail Rollers.
- 4. Card Guides.
- 5. Cylinder.
- 6. Overhead Paper Bail Scale.
- 7. Paper Bail Lift Lever.
- 8. Paper Release Lever.
- 9. Right Carriage Release Lever.
- 10. Right Cylinder Knob.
- 11. Front Scale.
- 12. Right Ribbon Spool Cup Push Button.
- 13. Decimal Tabulator Keys.
- 14. Colour Change and stencil Lever.
- 15. Margin Release Key.

16. Automatic Instantaneous Touch Control

[Scale

- 17. Tabular Key.
- 18. Right Shift Key.
- 19. Space Bar.
- 20. Key Levers Assembled.
- 21. Left Shift Key.
- 22. Shift Lock Key.
- 23. Back Space Key.
- 24. Riblon Hand Reverse Lever.
- 25. Riblon Feed Reverse Lever.
- 26. Left Ribbon Spool Cup Cover.
- 27. Line Space and Carriage Return Lever.
- 28. Left Thumb Wheel.
- 29. Left Carriage Release Key.
- 30. Line Space Adjusting Handle.
- 31. Line Space Disengaging Lever.



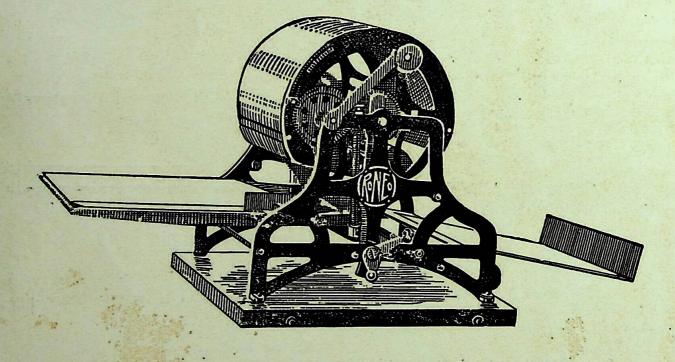


PLATE 4.

#### CHAPTER I.

# THE TYPEWRITER.

In order that a student may become familiar with the typewriter, and understand the use of its various parts, the following instructions are given and the beginner is advised to master each lesson before commencing the exercises:—

The TYPEWRITER is so called because it produces characters resembling those of ordinary printed matter.

Before one learns to operate the typewriter, one should first learn to insert the paper in the machine.

#### Insertion of Paper.

Take a sheet of paper (upside down, and with the writing side away from you) in the left-hand, rest the paper between the platen and the paper table in proper position to feed under the guides, and with the right-hand turn the cylinder knob till the paper is seen in front of the cylinder about an inch from the cylinder scale.

#### Adjustment of Paper.

If the paper is not fed parallel with the cylinder scale, press forward the paper release lever and adjust the paper.

#### Removal of Paper.

To remove the paper, press the Paper Release Lever and the sheet can be easily withdrawn. The paper may also be removed by turning the thumb wheels in either direction.

#### To Set Margins.

To set a margin, depress the latch and slide the stop along the margin bar until the pointer comes against the desired number; then release the latch.

#### Paper Guides.

These are adjustable metal arms by which the edges of the paper are held firmly against the cylinder. They should be set to the required positions before commencing to type.

#### Warning Bell.

Just six spaces before the end of a line is reached, the bell rings and thus gives timely warning to the operator. Immediately on hearing the bell the operator should finish the word or write a hyphen and complete it on the next line by returning the carriage with the line space lever.

#### Line Spacing.

The machine is constructed for three different widths of line spacing. This is regulated by the line space gauge, and it should be adjusted for the required width before commencing to work.

#### The Ribbon Movement.

The impressions on the paper are produced by the types striking through the inked ribbon. The ribbon is carried on two spools and it transports automatically from one space to the next, so that the type strikes a fresh spot on the ribbon with every blow and this accounts for the perfect writing. When the whole length of the ribbon has run on to one spool, the ribbon reverses automatically and runs from the full spool, to the empty one. The ribbon may however be reversed at any point by pushing in or drawing out the ribbon reversing handle.

#### Care of the Machine.

The life of the machine depends upon the way in which it is used. The beginner should carefully avoid the reckless, heavy and hesitating touch. He should avoid tampering with the machine or with the tension of the carriage. Before sitting down to work at the machine, the student should spend a few minutes in cleaning and oiling. The machine should be closed by means of the metallic cover after the day's work is finished.

#### Questions.

- 1. What is meant by the "touch" method of Typewriting? Name some advantages of this method over other methods.
- 2. What is meant by "rhythm" in typewriting?
- 3. What should be the position of the operator when seated at the machine?
- 4. What advantage is gained by the use of backing sheet?
- 5. Describe how the paper is inserted into the machine?
- 6. Why is the typist advised to consider accuracy before speed?

#### THE KEYBOARD.

The front part of the machine where all the character keys are situated is called the Keyboard.

#### Arrangement of the Keyboard.

The arrangement of the keys on the Keyboard is perplexing to the beginner, who is apt to wonder why they are not set in alphabetical order. The arrangement adopted in all makes of machines is, however, quite scientific and has given rise to what is called the "Universal Keyboard". That the arrangement is not in alphabetical order is due to the following reasons:—

(1) There are no words in the English language where the letters composing them are in the alphabetical order.

#### THE KEYBOARD.

- (2) All the letters of the alphabet do not occur at uniform rate in English language; some occur very frequently and some rarely.
- (3) There is a great diversity in the length and thickness of fingers as well as their relative strength.
- (4) Balanced work is essential in order to avoid the over-straining of the hand or any one particular finger.

Hence, the Keyboard is so arranged as to give more work to the fingers that are strong enough to withstand the strain, and less work to the more delicate ones. The vowels and other frequently occurring characters are placed in the centre of the Keyboard to be manipulated by the index fingers which are comparatively stronger than others. The punctuation signs are placed in the end to be touched by the delicate little finger. On the whole, this arrangement of keys brings about a fairly regular alternate motion of the hands to be maintained in addition to giving the greatest possible speed.

In some typewriters each key is made to represent one character only, and are known as "complete" keyboard machines. They have as many as 82 character keys on the Keyboard. Machines of this type are becoming rare. In others, each key is made to represent two letters (capital and small) or figures and signs, and they are termed "Single-shift" machines. These have 42 character keys which are arranged in four rows on the keyboard. Others, again, have two shift keys, and each case represents a small letter, a capital letter, and a figure or other sign. These are termed "Double-Shift" machines. These have only 28 character keys arranged in three rows on the keyboard. "Single-shift" machines are the most popular and are best adapted for the "Touch" system of typewriting.

### METHOD OF FINGERING.

It is of the utmost importance that all the fingers should be employed, for it economises energy and is conducive to speed. For this purpose the Keyboard is divided into two halves: one for the left and another for the right-hand. These are again sub-divided vertically into four sections to be worked by the four fingers of each hand respectively. Each finger must be associated with its own particular keys, and must be used only for the keys allocated to it. (Vide diagram of keyboard accompanying the book).

# METHOD OF BEGINNER'S PRACTICE.

Having mastered the foregoing instructions the student should now commence the typing on the machine.

#### Guide Keys and Guide Fingers.

The row of letters to be practised first is the one commencing with the letter "A" or the third row from the top. This row is called the "Guide Row". The keys ASDFJKL and; in this row are called the Guide Keys, because from their position the typist is able to find the relative position of other keys.

The little finger of the left-hand must be lightly placed on "A", and the other fingers in order on S D and F. Place the little finger of the right hand in the same way on semi-colon and the others in order on L K and J. There is an extra letter for the first finger of each hand, viz., G and H. The guide keys are the places on which the four fingers of the left and right-hands respectively must rest, except when it is necessary to remove a finger in order to strike a key in another row.

Set the margin regulators at 10 on the left and 75 on the right. Return the carriage smoothly at the end of each line after the bell rings. Endeavour to strike the keys at a regular pace. Strike the Space Bar, with the right thumb, after each set of letters is so typed.

#### EXERCISE 1.

#### Type each line FOUR times.

asdfgf ; lkjhj; asdfgf; lkjhj; asldkfjgfhj; assldkfjgfhj; assldkfjgfh

#### Type each word FOUR lines thus -

1	2	3
has	glad	flask
jag	lass	salad
fad	half	slags
dal	dash	flags
ask	flag	shall
	EXERCISE 3.	

# This exercise contains the words of the "guide row" introducing the letters e and i from the second row from the top. Note the position of these keys on the keyboard and strike them with the second fingers.

#### METHOD OF BEGINNER'S PRACTICE.

#### Type each word FOUR lines -

1	2	3
agile	legal	jagged
silks	kills	dashed
deeds	jaded	saddle
fails	hedge	fiddle
glide	sighs	leases

#### EXERCISE 4.

In this exercise the whole of the letters in the second row are introduced. Keep your eyes on the chart and return the fingers to their resting place immediately after striking the keys.

#### Type each line FOUR times.

qwertr qwertr qwertr qwertr qwertr qwertr qwertr qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr aq;pswlodekifrjugftfhjyj aq;pswlodekifrjugftfhjyj

#### EXERCISE 5.

#### Type each word FOUR lines.

1	2	3	4	5	6
quote	party	qualify	illegal	therefore	typewrite
write	order	patrols	regular	proposals	telegraph
eager	ideas	without	quarter	addressed	preferred
right	urged	ordered	thought	desperate	yesterday
trust	yield	elapsed	speaker	regretted	approvals

#### EXERCISE 6.

This exercise gives practice on the fourth or bottom row, including the left-hand shift key. Strike the comma and full stop with a light touch. The sign \* indicates the left-hand shift key, which should be struck with the fourth finger, although of course, no impression will be produced on the paper by the mere depression of the Shift Key alone.

#### Type each line SIX times.

\*ZXCVC .,mnbn .,

#### EXERCISE 7.

# Type each word FOUR lines.

1	2	3	4	5
azure	expect	victory	quantity	experience
sixty	twenty	complex	quizzing	conveyance
dozen	minute	licence	commence	previously
amaze	public	examine	replying	excellency
quizz	extent	welcome	vexation	equivalent
blame	inform	erasure	gracious	instrument
boxes	number	devoted	question	systematic
cover	become	anxiety	judgment	opposition
volve	excite	enclose	numerous	commercial

#### EXERCISE 8.

This exercise provides further practice on the keyboard. Note that in this exercise the words are typed alternately with the left and right hands. Make this and every exercise a rhythm drill. Let your motto be "Accuracy First".

## Type each word FOUR lines.

1	2	3	4	5
was	safe	eager	estate	greater
you	only	imply	pinion	minimum
add	fare	trade	wasted	average
him	pulp	mummy	million	monopoly

#### METHOD OF BEGINNER'S PRACTICE.

#### EXERCISE 9.

Type each line SIX times.

make the fire burn up, and you will soon feel warm.

like true sportsmen they will give the enemy fair play.

to do a thing voluntarily signifies doing it willingly.

if we let an opportunity pass away it may never return.

at daybreak the sunbeams pour in through the window.

the haberdasher sells tape and thread, pins and needles.

this country is fertile, but the climate is not healthy.

good qualities will always be discovered and appreciated.

intellectual education tends to produce moral improvement.

if we can be of any further service to you, please advise us.

the schoolmaster can always do good by setting a good example.

to be great and good, one must know how and when to give.

# THE SHIFT KEYS.

In addition to the 42 character keys on the Keyboard, there are two additional keys known as "Shift Keys". These eliminate half the number of the Type-bars that would otherwise be required in the construction of the machine. The Shift Keys are for the purpose of typing capital and other characters. When the carriage is in its normal position and a key is struck it is the lower-case letter or character that will be typed. By depressing the Shift Key, the Cylinder is made to move upward or forward and the impression of the upper case or other sign is received on the paper. The fingering should not be changed for capital letters. Duplicate shift keys are provided for this purpose, and one for each hand. For striking a capital on the right side of the keyboard, hold down the shift key firmly with the little finger of the left hand; in striking a capital on the left side of the keyboard, hold down the shift key firmly with the little finger of the right-hand. Do not release the shift key until the proper letter has been struck and the letter key released.

When several capitals are required in succession, as in a heading, the shift lock must be depressed, which temporarily locks the cylinder for continuous typing of upper case characters.

EXERCISE 10.

Type each line SIX times.

Quick wafting zephyrs vex bold Jim. Frowzy quacks jump, vex and blight.

Pack my box with five dozen liquor jugs.

John quickly extemporizes five woollen bags.

Xylophone is a musical instrument of wooden bars.

Call upon Me in the day of trouble: I will deliver thee.

A dutiful son likes to carry out his father's dying wishes.

By his kindness to-day, he has made amends for past insolence.

Napoleon went from land to land, fighting and winning battles.

Every recruit must come up to a certain minimum standard of height.

We dislike to exchange job lots of sizes varying from a quarter up

Probably my oxen will have a dozen loads of gravel just as quickly

The job required extra pluck and zeal from every young wage earner

#### EXERCISE 11.

Type each sentence FOUR times.

Do not speak rudely to any body and never provoke a needless quarrel.

Ask your master politely to explain anything you do not understand.

We must often submit to temporary inconvenience for the sake of permanent benefits.

Dexterity in the vocation of typewriting may be acquired by judicious work and zealous effort.

These people have given themselves no trouble about carrying out the order of Government.

The rough business which Hamlet had in hand, was the revenging of his father's death upon his murderer.

Her whole life has been such as to belie every idle report, so that she has lived down all suspicion of her character.

#### THE SHIFT KEYS.

Cork is the bark of the cork-tree which grows in abundance in the south of France and in Spain, Portugal, and Italy.

People who love to serve and oblige others can find many ways of doing it, which selfish unkind people do not think of.

It is much to be regretted that the American Government, having brought the Great War to a conclusion, did not bury the hatchet altogether.

#### EXERCISE 12.

Type this exercise FOUR times.

This period is aptly termed by PROFESSOR DUTT the age of RATIONALISM in India. There are numerous works on BUDDHISM, philosophical and historical. The writings of PROFESSOR RHYS DAVIDS and BEALS, FAUSHOLL'S translations of the DHAMMAPADA and other PALI scriptures, select works from TRUBNER'S Oriental Series, e.g., THE JATAKA TALES of GAUTAMA, and TRAVELS of FA HIAN and HIOUEN THSANG, the writings of DR. PAUL CARUS, OLDENBERG, ROCKHILL, ST. HILAIRE, and ARNOLD may be advantageously studied for getting a firm grasp of the BUDDHIST philosophy and BUDDHIST ETHICS.

## PUNCTUATION MARKS.

Strike the punctuation marks very lightly or they will pierce the paper and injure the cylinder. The backing sheet is of very great use in protecting the cylinder through hard driving.

Note the following rules of spacing after punctuation marks:

- 1. Make one space after comma, or an abbreviation.
- 2. Make two spaces after colon, semi-colon, exclamation and interrogation mark when occurring in a sentence.
- 3. Make three spaces at the end of every sentence, whether completed by full-stop, exclamation mark or interrogation mark.
- 4. Begin each paragraph five spaces from the margin.

- 5. Strike the hyphen and the period with the little finger of the right-hand
- 6. The space bar should not be struck
  - (a) before or after comma in figure work.
  - (b) before or after hyphen in compound words, and apostrophe.
  - (c) before or after letters indicating acadamical or other degrees, e. g., B.A., LL.B., F.R.G.S.
  - (d) between abbreviations, such as f.o.r. c.i.f. 10-30 A.M.

#### EXERCISE 13.

#### Type this exercise FOUR times.

- "I," said Howard, firmly, "and I'll do more than contradict you; I'll prove that you are mistaken. Oliver, bring your book to me."
- "Oliver, stir at your peril," cried Holloway, clenching his fist with a menacing gesture; "nobody shall give any help to my fag but myself, Sir," added he to Howard.
- "I am not going to help him, I am only going to prove to him that he may do it without your help," said Howard.

The little boy sprang forward at these words for his book, but his tormentor caught hold of him, and pulling him back, said, "He's my fag! do you recollect that, sir? — he's my fag."

"Fag or no fag," cried Howard, "you shall not make a slave of him."

"I will — I shall," cried Holloway, worked up to the height of tyrannical fury; "I will make a slave of him if I choose it — a negro slave, if I please!"

At the sound of "negro slave," the little Creole burst into tears; Howard sprang forward to free him from his tyrant's grasp; Holloway struck Howard a furious blow, which made him stagger and fall backwards.

#### EXERCISE 14.

# Type this exercise FOUR times.

- "All the better for us to have done what we did. Things aren't so smooth with Uncle Sam just now, that we can afford to let any of our nationals be concerned in breaking his toys with high explosives."
- "Ah," broke in the other sharply. "There's the bit of it that does worry me. We ought to have got the men."
- "Tisn't even certain there was a man. The reward? I grant you. But that's just on principle. You see, she was burried at sea; almost impossible to sheet anything home."
  - "You've traced the red-haired steward?"
  - "Almost. All in time. Not at all sure we could fix anything on him."

#### PUNCTUATION MARKS.

- "Why, God bless you, man, we know he came from the Reds; we -- "
- "Two and two don't make four in this business. They've to make five or nothing'.,
- "Some one went over the cabin, of course?"
- "First thing, at Balboa. Nothing suspicious. They left it just as it was; never stirred a scrap of paper or a hairpin."

" Ah. "

There was a long pause. Rod's heart beat flutteringly. Some sixth sense was at work, warning – waking fear. No, it wasn't possible. Why should they —

The elder man was speaking:

- "Well, I'm inclined to. No use troubling any one. I have my keys. What about it?"
- " Now ?"
- "Now. One's enough. You can go and hang about the main allyeway till I come."

#### EXERCISE 15.

Typewrite the following properly punctuating and paragraphing where necessary:—

Oh my most faithful John cried the king pardon pardon Set him free. But John had fallen down a stone statue. The king grieved bitterly and ordered the stone figure to be taken to his room. Some years after when his two little sons were playing beside him the king glanced at the statue and sighed: Oh that I could bring you back to life my faithfull John To his surprise the statue answered You can O king if you will give up your children. The king was greatly shocked but he thought how John had died for his sake, and he said that he would. The statue came to life at once saying keep your children, your truth is indeed rewarded.

#### EXERCISE 16.

Typewrite the following properly punctuating and paragraphing and correcting all mis-spellings.

Everithyng waz quiet stil. They peeped owt alass on the grownd lai the old chinise mandarin inn atemting tu folow the runnaways, hi hadd falen doun from the table and had broken intu thri peaces oh hou shoking exclaimmed the litle sheperdes poor old grand father is brouken in pieces and wee are the cauze of this dredfull aksident. He kann bi put tugether agan replied the chimmney-sweep. Iff they glue his back together and put a strong rivet in his neck, then he will be as gud as neu again. Do you really thinck so she asked and then they climed up the table to there old places.

#### EXERCISE 17.

Typewrite the following correctly supplying the omissions.

It is interest--- t- re--mber t--t Napol---, one of t----st famou- of ----ch ruler-, would not h--- been a French citi--n by b--th if he had been b--n even a year ---lier. Corsica had for long time belon--d to the --public of Genoa. But the Corsicans were m--- dis-----fied with the treat---- which they received from Genoa. They constantly broke out in --bellion again-- the Genoese and at one time the revo------ asked the Gov-----t of ---land to go to their aid.

# FIGURES.

In working these exercises keep your fingers on the guide keys and strike each key with a lift of the hand, using a light, quick and firm touch and returning the fingers to their places instantly. Do not hurry, but type at a regular pace. Keep your eyes on the copy and do not look at your work until you have completed an exercise.

If your machine is not provided with characters 1 and 0 use small "1" for the figures one, and capital "0" for the figure nought.

#### EXERCISE 18.

Type this exercise FOUR times.

12345 67890 12345 67890 12345 67890 12345 67890 12345 67890 12345
1234567890 1234567890 1234567890 1234567890 1234567890 1234567890
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 30 40 50 60 70
10 20 30 40 50 60 70 80 90 100 200 300 400 500 600 700 800 900
1,000 5,000 10,000 100,000 1,00,000 20,00,000 50,00,000 90,00,000
38,436 12,890 34,214 430,561 541,897 431,608 1,342,897 5,432,120
1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 12th, 25th,
1st January, 1935. 22nd March, 1935. 3rd May, 1935. 5th April, 1935
EXERCISE 19.

Type this exercise FOUR times.

Born on 28th April, 1882, Dr. S. Rangachari joined the Medical Department in 1905 and was in charge of various hospitals in the Presidency. He was District Medical and Sanitary Officer, Tanjore, from 1911-1915 and of Ganjam in 1916. Then he became Civil Surgeon, Maternity Hospital, Madras, in 1919 and Surgeon, General Hospital, Madras. After 1926 he retired from Government Service and started his famous "Nursing Home", which used to be crowded to the full. He was a Public Institution and he was fully alive to the implicit trust and confidence reposed in him by the public. He specialized in the Human Constitution and not any part thereof.

#### FIGURES.

#### EXERCISE 20.

Type this exercise FOUR times.

Very favourable results for the past year are indicated by the dividend and bonus announced by the Austin Motor Company. After declaring the fixed 20 per cent. dividend on the £750,000 of Preferred Ordinary shares, the directors recommended a dividend of 25 per cent. and a bonus of 75 per cent. on the issued Ordinary capital of £150,000. In all, Ordinary shareholders thus receive a distribution of 100 per cent. absorbing £150,000, for the 12 months to July 31 last, whereas for 1931–32 they received a dividend of 25 per cent. and a bonus of 25 per cent. The good results which have enabled the directors to pay so large a bonus have been obtained in the face of the great exchange obstacles in the way of export business, and will doubtless prove to be the outcome of the success of the company's 1921–33 programme.

The accounts for the year to July 31 fully bear out the favourable impression created by the dividend announcement made previously. Gross trading profits rose from £1,078,100 to £1,881,400. The allowance for maintenance and depriciation was increased from £396,700 to £485,000, and after allowing for a saving in the sum required for Debenture interest and for the fact that it was not necessary this time to place anything to sinking fund reserve (whereas £55,000 was so appropriated last year), the net profit works out at £631,800 against £546,400.

# DIVISION OF WORDS.

When a word is long and cannot be typed at the end of the line, it is to be divided at the next syllable and hyphenated and the remaining part of the word must be carried to the next line. Words are best divided at their prefixes and suffixes. Care should be taken to divide the words only at their proper syllables. The student should note that every syllable must have at least one vowel in it. Mono-syllabic words must not be divided. Thus if the words, bring, bright, thought, bought, etc. come at the end of a line, either type them at the end of the line itself if space permits, or type the whole word in the next line. Remember also that a set of figures when connected with each other by units must on no account be divided. Similarly proper names should not be divided, nor should there be the initials in one line and the surname in the next. As far as possible maintain uniformity in the right-hand margin.

The student should carefully note the division at syllables in the following words:-

ad-ven-ture	flat-tery	ne-ces-sary
af-fec-tion	for-bear-ance	neigh-bour
al-pha-bet	frac-tion	noth-ing
art-less	ful-fil-ment	
ar-mour		ora-tion
ar-ma-ment	gen-tle-man	ob-scur-ity
Sit-firs-men	grand-mother	
han won	gram-mar-ian	pol-lu-tion
ban-yan		pre-clude
bar-bar-ity	guar-an-tee	
beg-gar		pun-ish-ment
neg-Am		

bind-ing hand-some han-dle quad-ru-ped his-tory com-mon charm-ing spec-ta-tor care-less in-de-pend-ent sub-stan-tial can-dle-stick in-suf-fi-cient Tran-si-tory cheer-ful-ness func-tion con-science Un-becom-ing con-triv-ance justi-fica-tion know-ledge Versi-fica-tion deli-cious lad-der dis-com-po-sure Win-ter la-ven-der dis-trust-ful Wor-ship mid-sum-mer em-ploy-ment mis-con-duct en-ter-tain-ment

## LINE SPACING.

mur-mur

Single-line spacing is used in literary, commercial, and professional work, and for marginal notes, lengthy extracts, verse, tabular work, lengthy specifications, etc.

Double-line spacing is used generally for work of all kinds, such as correspondence, lectures, sermons, essays, short specifications, etc.

Treble-line spacing is used for legal documents, author's manuscripts and for work intended to undergo extensive revision.

#### Questions.

ex-cel-lent

- 1. What should be the first duty of the typist each day before entering upon his work?
- 2. Describe the manner in which the keys should be struck?
- 3. What are "guide keys", why are they so called? Where should the fingers rest when not actually engaged in striking the keys?
- 4. What is meant by (a) a lower and (b) an upper-case character?
- 5. What is a shift-key lock, and when is it used? How is it thrown out of action?
- 6. Why are typewriters fitted with two shift keys? and where are they placed?
- 7. Mention points that should be observed in the manipulation of the keyboard.
- 8. How do you account for the irregular arrangement of the letters on the keyboard?
- 9. How many spaces do you allow after (a) a comma, (b) a semi-colon, (c) a period?
- 10. What rules should be followed when dividing words at line ends?

# EXERCISES FOR THE DEVELOPMENT OF SPEED.

Type each of the following exercises SIX times.

Make every word you write a rhythm drill, i.e., the blows should fall with such regularity as to satisfy the ear. Set the marginal stops at 15 and 75 and keep double spacing.

#### EXERCISE 21.

In olden days usually only one machine was employed to ten thousand men but, as time went on, ten machines and perhaps one thousand men would do the same amount of work. Of course, the ten machines had the benefit of men's brains in them, and engineers had continued to put brains into the machines which were made until now sometimes one machine can do the work of ten thousand men. It has even been calculated that one railway engine will do the work of four hundred thousand men.

#### EXERCISE 22.

Machinery is sometimes despised by those who think that its use degrades a human being. Like all other good things, machines have been and are sometimes abused, but there is nothing degrading in the use of a machine. On the contrary, human beings, by using machines, save themselves a great deal of heavy and distressing work. If, therefore, the use of machines proves to be degrading, it is not the fault of machines but of those who use them improperly.

#### EXERCISE 23.

The real aim of the typist should be to be able to sit down at a typewriter and produce accurately the work required by the office manager or employer. The fact that business posts can be occupied without accuracy at the keyboard is a lame excuse for

being satisfied with poor skill at the keyboard. I do not like repeating my objections to the typewriting eraser, but it is only because of the eraser that typists of this kind are able to retain their positions, and that seems a harsh statement to make about a profession which in numerical strength, must be one of the largest in the world.

#### EXERCISE 24.

At the end of every paragraph it is a splendid mental exercise to think carefully about what we have read. The true scholar spends a far longer period examining the ideas stated than he does in actually perusing the printed page. Certain tutors recommend that their pupils should read a page and then spend half an hour in thinking over the ideas expressed. Perhaps such a method is impossible to those who have scanty leisure, but it is certainly the most beneficial way of reading and, if culture rather than the possession of educational certificates is sought, it is the best way of study.

#### EXERCISE 25.

Ideas for articles are endless. But the free lance needs something more: he needs to know the technique of article writing. It is not difficult to acquire. Anybody who takes the trouble to do so and can learn how to treat subjects in an entertaining way has a wonderful chance to add to his income—and in a way that is not only really fascinating

but which broadens his outlook and interests amazingly. If you are able to view a subject in a new light, you are, if you can write English, a potential journalist capable of earning a considerable income in your spare time.

#### EXERCISE 26.

The purpose of education is to help us to live as well as to get a living, to enable us to fulfil the duties of a citizen as well as to undertake the tasks of a worker. That has been said so often as to have almost passed into the region of platitude. But it expresses a profound truth, and any enumeration of the essentials of a sound education would be inadequate that did not bear witness to it. Hence the significance of the essentials already referred to, namely good manners, right standards of goodness and truth and beauty, the power of reflection.

#### EXERCISE 27.

Electric heaters are free from the disadvantages of either solid or gaseous fuels. Their high cost is the main obstacle to their more general use. The flexibility of gas or electric heaters, however, and their consequent rapid response to changes in weather conditions, coupled with the fact that they can be turned off immediately at the end of the working day, or during the periods a room is not in use, often, in practice, considerably reduce their costs in relation to solid fuel, as deduced from comparisons based on continuous heating requirements.

# EXERCISE 28.

The tone of society is the result, not so much of the deliberate attempt of the members of it to influence each other, as of the unconscious action and reaction of their characters. Nor can anyone easily measure

how great his own contribution has been to the good or evil spirit that prevails around him, or how, by casual deeds or actions, or even looks, he may have influenced the lives of others. We do not carry on our warfare at our own charges, but the whole weight of the evil that is in our society is dragging us down, and the whole force of the good that is in it is helping us up.

#### EXERCISE 29.

Each of us finds it necessary, many times a day, to express thought in words and to reveal it in action. When we speak we disclose something of ourselves to others. When we act we produce evidence of our aptitude and skill. In thought, action, and expression is abundant evidence of the complexities of life that influence us, sometims so strongly that we are made conscious of external forces that are at work, and oft-times so subtly that we are affected in mojor and minor ways, and do not know that we are undergoing processes of change. Thoughts must be communicated to make life possible on a practical plane. None of us escapes consciousness of the significance of silence. There are, we find ourselves reflecting from time to time, silences that are more expressive than any sentence that we are capable of framing when, in a given situation, we are confronted with the urge "to say something". But eloquent silence merely tends, upon occasions, to emphasize the essentiality of speech. There are many ways of saying the same thing, and there are many things to say that never get said.

## EXERCISE 30.

The ancients, having no supplies of power, freely employed human beings in their great works, and when they conquered in war they enslaved their enemies to do work for

# EXERCISES FOR THE DEVELOPMENT OF SPEED.

them. They held life cheaply, and thought nothing of selling a hundred thousand men into slavery, or of employing a hundred thousand men to make a tomb for a king. Nearly six thousand years ago, there was erected a comb, still existing, upon which a hundred thousand men were employed for thirty years. It stands to-day as a monument at once to human power, human invention, and human folly. It was a case, indeed, in which both machinery and human life were put to a most The Romans used simple wasteful use. machinery and many lives to construct trunk roads across Europe, some of which still survive. Slave labour did these things, but even an abundance of slave labour they could not have accomplished so much but for the employment of mechanical power. For many generations mankind was robbed of the opportunity of advancement by the collapse of the Roman organizations of the Western world.

## EXERCISE 31.

When the Greeks began to study chemistry, they regarded matter as being made up of four elements. These were fire, air, earth and water. It will be seen that "fire" was still considered as an actual entity. It must not be supposed that they held that all matter was actually composed of so much of one or more of these elements. It was rather that they contained the essences of which these four elements were the expression. There were also four principles, viz., heat, cold, dryness, and wetness or moistness. Each element contained in itself two such principles and each of these principles was, therefore, shared by two "elements". Fire obviously contained the principles of heat and dryness,

and water cold and wetness. Earth was dry and cold, and accordingly air was hot and wet. When water was evaporated by heat, the heat of the fire overcame the coldness of the water, but the dryness of the fire did not overcome the wetness of the water, as the steam or water-vapour was damp, though not so damp as the water.

# EXERCISE 32.

There is a philosophy which underlies the tendencies of a language. They are carried forward by a deeper current. In the eighteenth century the standards of diction were aristocratic, as the State was aristocratic. Authors wrote for the educated few. The multitude were largely illiterate and outside the circle. Education itself was mainly a matter of scholarship in Latin and Greek. No speech in Parliament was regarded as adequately polished unless it included one or two quotations from the classics. Classicism predominated everywhere. Versailles set the standards of taste for Europe. If the inventor of a new thing did not call it by a learned name he thereby confessed himself not a man of education.

But now a changed political system brings in its train changed standards of taste. Design in architecture, in house decoration, in furniture, in domestic equipment, does not ape the luxury of palace or mansion; it deliberately addresses itself to the small house, the flat, and the cottage. It does not produce inferior copies of what the rich may want for a display of their splendour; it sets out to originate things of a kind that all may possess, finding their beauty in line, in colour, and in texture. So also with regard to language.

# CHAPTER II.

# CORRESPONDENCE.

Correspondence is the communication of one's thoughts, ideas or requirements by means of letters. These letters or messages have to be typed in certain recognised forms which have been established by experience and custom so as to present a neat appearance. The correspondence may be divided into (1) business, (2) official and (3) private or personal.

# BUSINESS CORRESPONDENCE.

Business letters are usually typed on paper measuring 8" by 10½". The usual particulars that are printed on the letter-heads are —

- 1. The name of the firm appearing at the top in block letters.
- 2. The nature of business and other particulars.
- 3. The names of Directors, Secretary or Mananger, etc., in the case of Limited Companies.

The particulars to be typed generally consist of -

- 1. The date. The date must be typed at the top right-hand corner, commencing at the 55th degree of the scale for the months March, April, May, June and July and at the 50th degree for the other months, which have longer names. Type the date in figures, then the month in letters, followed by the year in figures e. g., 25th June, 1934.
- 2. The Inside Address. The name and address of the addressee should be typed in single-line spacing on the top left-hand corner commencing from the margin, and each line of the address is indented five spaces. Some business men, however, prefer each line to commence at the margin level and this is known as the "American" way of typing.
- 3. The Salutation. The line spaces to be left between the address and the salutation vary from two to four. In commercial letters the salutation 'Dear Sir' for the singular number, and 'Dear Sirs,' for the plural, is generally used.
- 4. The Body of the letter. The first line of each paragraph should be commenced five degrees to the right of the fixed margin. The line spacing must be regulated by the length of the text and the size of the paper, double-line spacing being used for short letters, and single-line spacing for long letters. The various subjects dealt with should be taken in order of their importance and each topic should have a separate paragraph. Attention is drawn to any enclosures by typing " Encl." at the bottom left-hand corner. When more than one sheet is used, the follow sheets should be headed with the name of the addressee and the number of page, and should be of plain paper of same size as the first sheet.
- 5. The Subscription. This should be typed nearly in the middle of the sheet, generally at the 35th degree of the scale.

### BUSINESS CORRESPONDENCE.

- 6. The Signature. Sufficient blank space should be left for signature and the designation of the signatory should then be typed.
- 7. Post Script. (P. S.) A paragraph is sometimes added to a letter below the signature, generally as a result of an after-thought.

# CENTERING.

The headings require proper centering in typewriting. The chief item should be typed in capitals, and the sub-headings in small letters and underscored. If the heading consists of not more than one or two short words, it should be typed by spaced capitals.

# RULES FOR CENTERING.

From half the sum of the points at which the marginal stops are set take half the number of letters, spaces, etc., in the heading. The result will be the point on the scale at which the heading should begin.

Suppose the marginal stops are set at 10 and 70. Half the sum of these numbers is 40. Let the heading to be centred be TYPEWRITER. Half the number of letters in this word is 5. Subtracting 5 from 40, we get 35 and this is the point at which the centering should be commenced.

Similarly, the heading to be centered in the exercise on page 29 is "Re consignment of Sugar." and it contains 24 letter-spaces. If the marginal stops are set at 10 and 75, half the sum of these numbers is 42; subtracting 12 (half the sum of letters and spaces in the heading) from 42, we get 30, the point at which we are to commence the heading. The student should make similar calculations before the headings are typed.

Study the following letters carefully, and unlesss otherwise stated, make three perfect copies of each letter. If quarto-size paper is not available students may type on foolscap paper leaving sufficient space on the top to indicate letter-heads.

Type full-stop and leave one space after the words Messrs. and Mr. as these are contractions. No full-stop is necessary after figures such as, 26th, 23rd, etc., as these are not contractions.

The numbers in the following letters indicate the place on the scale for commencing the various items.

# EXERCISE 33.

TELEGRAMS AND CABLES:
"CHAMPION" MADRAS.

HEAD OFFICE AND FACTORIES;
SIALKOT.

TELEPHONE NO. 1200.

# THE CHAMPION SPORTS WORKS,

MANUFACTURERS, IMPORTERS & EXPORTERS OF HIGH CLASS SPORTING GOODS.

AGENCIES: THROUGHOUT THE WORLD.

200 MOUNT ROAD, MADRAS.

15th May, 1935.

REF. No.

Games Secretary,
The Young Mens' Recreation Club,
Gopalpore.

Dear Sir,

In handing you a copy of our catalogue, we would particularly mention that the prices for several items therein have been revised and we trust you will study details fully to assure yourself of the wonderful variety of attractive lines which we offer at very low prices.

Prices have been reduced, but the high standard of quality and consistency are not only maintained but set on a still higher plane.

We cannot in this space enlarge upon the merits of each article but we feel bound to comment on the cheapness of our footballs, volley balls, hockey sticks, badmintons and accessories.

All orders small or large, and enquiries for sports requirements receive our prompt and best attention, and we thank you in anticipation of your favours.

Yours faithfully,

#### EXERCISE 34.

Single Line Spaced Letters.

# THE VICTORIA BILEE PRESS.

(ESTABLISHED ONE THOUSAND EIGHT HUNDRED & EIGHTY NINE.)

PUBLISHERS, BOOK-SELLERS

PRINTERS . BOOK-BINDERS & BOX-MAKERS

ORIGINAL & EFFECTIVE DESIGNS IN FINE STATIONERY & BUSINESS PRINTING.

263-7, BAZAAR STREET. CHITTOOR.

2nd February, 1935. 50

10 15 Messrs. Wrenshaw & Co., Ltd., 45 General Patter's Road, Mount Road, Madras.

Dear Sirs,

We beg to enclose an advance copy of our office calendar and trust that it may prove of some service to you.

It is hardly necessary for us to point out the great importance of advertising at the present day and we think you will agree that if advertising is to be fruitful it must be of the best class. Recognising this we have made special provision for good quality work and respectfully solicit your esteemed orders.

We would call special attention to our printed imitation of typewritten letters. As this kind of circular possesses a distinct advantage over one that is printed in ordinary type we have purchased a special machine for this class of work and the imitation is so good that it is practically impossible for even an expert to say that the matter has not actually been typed.

Should you require any kind of printing we shall be happy to quote our terms which are most moderate. We shall also be pleased to submit specimens to assist you in deciding which style you prefer; or, if you wish, our representative can wait on you.

> We are, dear Sirs, Yours faithfully.

#### EXERCISE 35.

Letter in American Style.

E. T. PORTER, PRESIDENT

W. J. PORTER, TREASURER

J.B. LONGSHORE, JR. SECRETARY

# WETTER NUMBERING MACHINE CO.

SPECIAL MACHINES DESIGNED FOR FLATBED OR ROTARY PRINTING PRESSES

ESTABLISHED 1885 INCORPORATED 1900

ATLANTIC AVE AND LOGAN ST.

CABLE ADDRESS WETTER-NEW YORK

#### BROOKLYN-NEW YORK

November 19th, 1934. Wetter's 50th Year.

VICTORIA JUBILEE PRESS, 263-7 Bazaar Street, Chittoor, India.

Gentlemen:-

We enclose our invoice No. 2077 covering four Ideal Model No. 5 and twelve combsprings requested in your letter of September 3rd.

Instead of us drawing on you for this small amount, upon receipt of the material will you forward us a New York Draft for this amount?

We are indeed sorry to learn that so many combsprings have been broken, and we think the contention advanced in your letter is correct. In other words, if your workers had been more careful and did not allow rags to be caught in these springs they would have lasted practically the life of the machine.

Thanking you for your kind letter, we are

Yours very truly,

WETTER NUMBERING MACHINE CO.

WJP: VB

ALL AGREEMENTS OR DELIVERIES ARE CONTINGENT UPON STRIKES, FIRES, ACCIDENTS AND OTHER UNCONTROLLABLE CAUSES.

#### BUSINESS CORRESPONDENCE.

#### EXERCISE 36.

When typing these letters set the marginal stops at 20 on the left and 60 on the right.

# GEORGE TURNBULL & CO., LTD.

# ANDERSON ST., MADRAS,

POST BOX NO. 210.

45 15th April, 1935.

Dear Sirs,

We enclose herewith a descriptive leaflet giving particulars of ANTISROT a strong antiseptic preservative for wood and stone.

ANTISROT not only preserves the material from the external influence of the atmosphere, but removes the air and water and thus neutralises the action of the nitrogenous bodies—bodies so favourable to the formation of new and destructive organisms. ANTISROT is a strong antiseptic. White ants will not attack any wood treated with ANTISROT.

ANTISROT makes the material treated impervious to damp and protects it from the action of gases and acids.

We stock ANTISROT in drums of five gallons each, and our price is Rs.5/- per gallon F.O.R., Madras, less 2% discount for immediate cash settlement.

Yours faithfully,

GEORGE TURNBULL & CO., LID.

Manager.

Encl:Leaflet.

### EXERCISE 37.

# THE INDO EUROPA TRADING COMPANY,

165, BROADWAY,

# MADRAS.

June 26th 1934

Messrs. Abdul Wahab & Co., Hospital Road, Chittoor.

Dear Sirs,

We are indeed much obliged for the kind order No. 1342, placed by you, with our Mr. Cali Khabardar, for British Lion Frames, Gloria Tyres, etc.

As instructed by him, we have packed and forwarded the goods to you to-day by Goods train, the relative invoice being enclosed herein, which please acknowledge.

On receipt of your cheque for Rs.126-2-0 on any of the Madras Banks or a M.O. for a like amount, we will post you the relative R/R.

Thanking you for this order and awaiting your further favours which will receive our prompt and very best attention.

Shall we hope to receive the remittance referred to above by return?

Yours faithfully,
THE INDO EUROPA TRADING COMPANY,

Sole Proprietor.

Enc.1

## BUSINESS CORRESPONDENCE.

#### EXERCISE 38.

Letter with Continuation Sheet.

FAIRWORTH & Co.,

Harris Street, Ambala Cantt., 17th May, 1934.

Messrs. Gopala Krishna & Co., 15 Wellington Road, Robinsonpet.

Dear Sirs,

We have been prompted, to-day, to address you by our experience of the last two years, during which interval our wholesale catalogue No. 250 has met with universal appreciation throughout the country.

This catalogue (containing all apparatus for teaching Physics, Chemistry, Botany, Physiology and Geography and Chemical and all other Educational appliances) was issued by us in 1932 and the prices were specially reduced to defy the keen competition going on in the market then. Incidentally just after its publication, there occurred a heavy rise in the customs duty and a great depreciation in the value of pound sterling—the two great factors which forced all Indian firms to raise their prices by about 25% to 40%. But being in possession of a big stock of previous years, and with a firm determination to stand out the present—day keener competition we decided to adhere to the same catalogue.

You will be glad to know that we supply the articles at lower prices without the sacrifice in quality as is being done by some other firms, and on the other hand, a general improve-

-2-

Messrs. Gopala Krishna & Co.

ment has been effected all over. Need we mention that it is our ambition to win and maintain, at all costs, our reputation which we have established by our long and continuous service for the last 36 years?

We do not think that after the issue of edition No. 250 any firm in India or abroad would dare to quote still lower prices for good quality apparatus, but in spite of this, we are quite prepared to meet even the lowest estimates, submitted by any other firm in the line.

We shall also be responsible for breakage, shortage or any discrepancy whatsoever.

We hope you will avail yourself of our services and will favour us with your esteemed orders and enquiries which will receive our most prompt and best attention as in the past.

Thanking you for your kind patronage in the past and requesting continuance of the same in future also.

We remain, dear Sirs,

Yours faithfully,

P.S. We understand that some of our kind patrons are misguided by petty firms about the comparatively longer distance from our place but we beg to assure them that by virtue of our vast experience, our special resources, and the huge stock at our disposal, our prices will still be found more favourable.

#### BUSINESS CORRESPONDENCE.

#### EXERCISE 39.

Letters with paragraph headings.

# INDIAN CHEMICAL INDUSTRIES, Ltd.

119-120, ARMENIAN STREET,

Telegrams:

"ALKALI" MADRAS.

MADRAS.

P.O. Box 130.

Telephone:

MADRAS - 2828 - 2829.

(Insert to-day's date).

The General Stores, Beach Road, Bhimilipatam.

Dear Sirs,

We thank you for your letter of the 29th October with enclosures and have to advise you that our credit note for Rs. 4-4-0 will be forwarded to you in due course.

Sulphate of Ammonia - Order. We are booking your order for 5 x 80 lb. bags Sulphate of Ammonia and the relative rail receipt will be posted to you in due course.

In this connection we have to point out that Accounts. taking into consideration your remittances of Rs.117-8-10 and the various credits to your account, the total comes to Rs. 220/and this leaves a balance of Rs. 34-8-0 due to us against the above order. We shall be glad if you will let us have this amount by return.

Yours faithfully,

for INDIAN CHEMICAL INDUSTRIES, LTD.

for MADRAS MANAGER.

EXERCISE 40.

# BENSON, BENJAMIN & COMPANY,

MADRAS.
50
20th September, 1934.

V. K. Raman, Esquire, Iswaran Street, Saidapet.

Dear Sir,

We thank you for your letter of the 18th instant, the contents of which we note.

Robson Spinning & Weaving. These are at present quoting at Rs.5/- at which limit we could probably arrange a sale for you.

Carnicks. These are saleable at Rs.161-4-0 cum-dividend.

On an ex-dividend basis this would be Rs.158-12-0. In view of the fact that there has been a recent fall in cotton we think it would be a wise policy to sell out cotton mill shares.

Standard Sugars. We regret we do not know of any buyers for these shares, nor can we obtain a quotation for them in any of the brokers' lists.

If you wish to sell <u>Carnicks</u>, please forward the scrip, as in the market business is for cash, and unless we have the actual scrip in our possession we cannot arrange a sale.

Yours faithfully,

BENSON, BENJAMIN & COMPANY.

### BUSINESS CORRESPONDENCE.

#### EXERCISE 41.

AZEEZ & JEELANI, COMMISSION AGENTS.

40. PORT STREET.

NAGAPATAM,

3rd April, 1935:

Messrs. Singaram & Brothers, 45 Long Bazaar, Vellore.

Gentlemen,

# Re Consignment of Sugar.

Our friends, Messrs. E. Rathnavelu and M. Sabhapathy of this port, have given us the name of your firm as a house of good standing and reliability, and we have, therefore, upon their suggestion, despatched to you per goods train, as per invoice enclosed, 100 bags of sugar which we would ask you kindly to sell to the best advantage for our account, and hold the net amount realised at our disposal.

This Pure Raw Sugar is of very fine quality, and if you can place this lot satisfactorily we shall be pleased to forward larger quantities. We should furthermore be pleased to take care of any consignments of goods suitable for this market which you may be disposed to send us, and our friends, Messrs.

E. Rathnavelu and M. Sabhapathy, will give you any information concerning us you may desire.

We hope our consignment will reach you safely, and that we shall hear favourably from you.

Yours very truly,

### EXERCISE 42.

# LETTERS WITH TABULAR MATTER.

When a letter contains any tabular matter such as prices, quotations, etc., such tabular matter is better typed in single-line spacing, and the letter proper in double spacing.

# Che Universal Cypewriter Supply Agency,

275, Esplanade Row,

Madras.

26th October, 1934.

The Principal,
Victoria Institute,
Bangalore Contonment.

Dear Sir,

# Second-hand Typewriters.

We acknowledge with thanks the receipt of your enquiry dated the 23rd instant, and as desired quote you our prices for second-hand typewriters.

	60		
	Rs.	A.	P.
Remington Standard No. 12/9578	160	0	0
Royal Standard No. 10/4996	 125	0	0
L.C.Smith & Brothers 5/5000 .	110	0	0
07:	90	Ö	ŏ
II-3 3 G! - 3 37 100-	140	Ö	Ö
	エエリ	U	0

These machines have been thoroughly overhauled, and are in perfect working order.

If you intend purchasing any one of the machines, we would advise your sending the order per return of post, as these typewriters are offered subject to being unsold.

Awaiting the favour of your early reply, and assuring you of our best attention at all times.

Yours faithfully,

#### BUSINESS CORRESPONDENCE.

#### EXERCISE 43.

# THE RELIABLE ENGINEERING COMPANY, LIMITED.

POST BOX No. 21.

1ST LINE BEACH, MADRAS.

(To-day's date.)

The Manager,
The Agricultural Stores,
Hill Road,
Bangalore.

Dear Sir,

## Kirloskar Implements.

We thank you very much for your order No. 13 dated 6th instant, placed with our Salesman Mr. T. J. Chinniah for the following together with the advance of Rs. 5/-

2 Roll Easy Mote Wheels	@	Rs.	12	12	0	each	less	10%
12 Konkan Shares without					7.24			7.0×
bolts and nuts	@	,,	O	7	0	,,	,,	TO.º
1 Share for Plough No. 12		,,	1	4	0	,,	,,	10%
12 Share points for Plough								
No. 12		,,	0	5	0	,,	,,	10%

all f.o.r. Madras.

We have to-day placed the order with Messrs. Kirloskar Brothers, Limited, Kirloskarvadi for early execution.

We shall advise you the balance amount due from you as soon as Rail Receipt is received and will forward the Rail Receipt to you on receipt of the amount.

Yours faithfully, for THE RELIABLE ENGINEERING COMPANY, LTD.,

Manager.

# OFFICIAL CORRESPONDENCE.

Official correspondence is the communication between Public and Local bodies and their correspondents relating to the administration and government of the country. These letters are typed on foolscap paper measuring 8" by 13" with a left-hand margin of about 2". Usually papers containing printed letter-heads are supplied to the typist. If these are not available the particulars are to be typed by the typist. Double spacing is maintaned throughout.

- 1. The letter reference such as "R. O. C. No. 500-A/34", is to be typed on the top left-hand corner, commencing from the left margin.
- 2. The name of the office and date. If the name of the office is to be inserted, it is typed in a separate line, and below it the date. These particulars should be typed on the top right-hand corner of the paper. See that the last line ends exactly at the last degree set on the scale.
- 3. The word From which precedes the sender's name and designation is commenced at the left margin and stands by itself in a line. The name, including courtesy titles and degrees, the designation, and the place, should be typed in three separate lines, all being properly indented.
- 4. The word To which precedes the addressee's name begins at the margin. The student should note that no punctuation mark is necessary after From or To. The designation of the officer to whom the letter is sent and the place are typed in the next two lines.
  - 5. The formal salutation, Sir, begins with the margin.
- 6. Any reference regarding the correspondence is typed by way of an abstract commencing a few spaces from the margin.
- 7. The Body of the Letter. The first line of the body of the letter, as usual, is indented five spaces. If the letter contains paragraphs, they are numbered except the first paragraph, the figures appearing from the second paragraph which commences with the number 2.
- 8. The Subscription, viz., (1) I have the honour to be, (2) Sir, (3) Your most obedient servant, are all centered and set out on the right-hand side. After finishing this, turn the line space lever twice or thrice as space might permit, and type the designation of the officer sending the letter.

The initials of the typist and the date may be typed on the left-hand corner commencing from the margin.

# OFFICIAL CORRESPONDENCE.

### EXERCISE 44.

# UNIVERSITY OF MADRAS.

No. 5760.

Senate House, Madras, 16th March, 1924.

From

The Vice-Chancellor, University of Madras.

To

The Principals of 2nd Grade Colleges. Sir,

I have the honour to enclose herewith a copy of the notifications which are being published in the Fort St. George Gazette of the 17th instant calling upon you to elect a member to each of the three University Authorities—the Senate, the Academic Council and the Council of Affiliated Colleges.

- 2. It will be observed that in the case of the Academic Council and the Council of affiliated colleges the persons to be elected must be Principals; but in the case of the Senate no such qualifications are prescribed.
- 3. The elections will be held simultaneously but the nominations invited for these three different elections should be entirely separate and distinct one from the other. Separate voting papers will be issued for each election if contested.

I have the honour to be, Sir, Your most obedient servant,

(Key to MS Ex. No. 22 P. 21).

VICE-CHANCELLOR.

#### EXERCISE 45.

R.O.C. No. 391/29.

Office of the Inspector-General of Prisons, Madras, dated 15th March, 1929.

From

The Inspector-General of Prisons, Madras.

To

The District Medical Officer, Nellore.

Sir,

Subject: -- JAIL-MADE ARTICLES - Delay in supply of - Complaint - Early indents - Suggested.

In forwarding herewith a price list of jail-made articles, I have the honour to observe that the general complaint of the officers in charge of jails is that departments of government fail to place their orders until the month of July and very often not till later. This results in the jail industries being more or less at a stand-still for the first three months of the financial year and too much pressure of works thereafter, leading to complaints of delay in supply, etc.

- 2. I therefore request that you will kindly arrange to place your orders early in the year with the Jail Department, so that all difficulties may be solved and the orders delivered punctually.
- 3. Your personal co-operation is solicited in this connection.

I have the honour to be, Sir, Your most obedient servant,

G.S.15/3

INSPECTOR-GENERAL.

### OFFICIAL CORRESPONDENCE.

#### EXERCISE 46.

Type the following exercise on a foolscap paper. Set the marginal stops at 15 and 75 and use double spacing.

R.O.C. No. 703/Exam./1933.

OFFICE OF THE COMMISSIONER FOR GOVERNMENT EXAMINATIONS, MADRAS, DATED 3RD JANUARY, 1933.

From

M. R. Ry., Rao Bahadur R. Krishna Rao Bhonsle, Avl., I.S.O., Secretary to the S.S.L.C. Board, Madras.

To

All Heads of Recognised Institutions. Sir,

I have the honour, by direction, to enclose a copy of the draft time table in connection with the Secondary School-leaving Certificate Public Examinations to be held in March next and to request you to be so good as to let me know by the 15th instant, whether it admits of the papers in all the subjects brought up by all your pupils being answered.

- 2. In the interests of economy more subjects than one have been put down for the same period on the same day. If clashing is noticed information as to the subject in which it occurs and the number of pupils for each of those subjects should be furnished along with the suggestions to obviate the difficulty. The time table will be modified suitably if it turns out that there will be clashing of subjects. The enclosed post card may be filled in, signed and posted after affixing three-fourth anna postage stamp, if there is no clashing of subjects.
- 3. As pupils for the practical examinations in Physics and Chemistry and for examinations in Typewriting are examined in batches, heads of institutions will have no difficulty as regards clashing in respect of subjects which are put down for examination along with these subjects.
- 4. The time table as finally settled with reference to your reply will be published in the Fort St. George Gazette early in March next.

I have the honour to be, Sir, Your most obedient servant,

S.A. 3-1

Secretary.

# PRIVATE CORRESPONDENCE.

Private correspondence is the communication between intimate friends and relations. This is written in easy and conversational style. Octavo paper measuring 8" by 5" is generally employed in typing these letters. The name of the individual is printed in the letter-head at the top left-hand corner.

The Postal Address and date. If these are not already printed they should be typed at the top right-hand corner properly indenting.

The Salutation depends upon the degree of relationship of the writer with the person written to.

The Body is divided into paragraphs and each paragraph should contain short and direct sentences. The rules for indenting the paragraphs are the same as already explained in business letters.

Any reference with regard to the dates are generally written as follows:—

Writing on the 25th December 1934, the word instant is used to represent the current month; the word proximo to represent the coming month; ultimo is used to denote last month, i. e., (November); next is used to denote any month coming after January; last is used to denote any month before November in the same year.

The Subscription should be typed below the last line, on the right-hand side of the paper.

# Questions.

- 1. How many distinct styles of correspondence are there? Name them and describe their respective uses.
- 2. Enumerate the name and size of paper, and the width of left-hand margin generally used in "Commercial" and "Official" correspondence.
- 3. Name some precautions which may be taken to prevent omission of enclosures from a letter.
- 4. What information should be given at the head of a continuation sheet?
- 5. Writing on 20th June 1935, how would you refer to the following dates in the same year?

15th January 15th May 17th December 23rd June 2nd July 31st March

- 6. How do you ascertain the correct position for centering headings?
- 7. What depth of line-spacing is desirable for tabular matter in the body of business letters?
- 8. State the characteristics of a good commercial and official letter.

# LETTERS TO BE CORRECTLY SET OUT.

### EXERCISE 47.

Typewrite the following letters in business-like style setting out the various items in their proper position.

(Insert to-day's date).

Messrs. Chimanlal Kothari & Co., 439 Mint Street, P. T. Madras. Dear Sirs, We are enclosing a statement of account and wish to ask if it will be possible for you to remit all or the major portion of the amount due previous to the 15th instant. We have unusually large obligations to meet this month, and any efforts of our customers in the way of remittances will be doubly appreciated. We have anticipated an active demand for supplies between now and January 1st and have run our various factories at about the usual output. This accumulation of stock has tied up an extra amount of capital, but we think we shall be justified in having done this by being able to fill orders with greater promptness and completeness. We believe this will be much appreciated by our customers. Trusting you can arrange the remittance and that you will also send us some orders during the month. We are, yours faithfully,

# EXERCISE 48.

(Insert to-day's date).

Messrs. Ganesh & Co., Bunder Road, Karachi. Dear Sirs, Replying to your favour of the 6th instant we regret to say that the part of scale sent here has got mislaid, and we are therefore unable to send you duplicate of it. We should be pleased if you would give us a description of the part required, or a rough sketch of same, also the shop number of scale which you will find stamped on brass beam, and on receipt of this information from you we will no doubt be able to send you the exact part wanted. We regret exceedingly this part has been mislaid. Our receiver remembers a part of a scale coming in from Calcutta, but there was no mark or tag on it to say who it was from, and he laid it on one side waiting to hear from the party who sent it here. Yours truly, Vittal Das Mohandas, Apollo Bunder, Bombay.

# EXERCISE 49.

Typewrite the following letters correcting mis-spellings, punctuating and paragraphing wherever necessary.

Messrs. S. S. Brij Basi & Sons 45 Hornby Road Bombay Gentlemen We are adviced that you are the propriters of the leeding tailor shop in your sity. If we are corectly advised and you are not allready satisfactorily equiped with electrick irons I no you will be pleast to reed carefully the catalog that we or sending to you by same post as this. In the manufacture of fine clothing the electric tailer's goose is a most usefull facter. As you know the use of an electric iron reduses the liability to injury from soot. An importent feeture of our electric irons is the atomatic regulator which prevents the excessive heating of the iron when left idle with current on this reduces the cost of operasion by redusing the current supply when on the stand. The nett saving is 20 to 30% of the amount of current required for irons that are operated without our automatic reguletor. The principle injury to irons is dew to over-heating. With the automatic reguletor this is privented. We hope we have interested you. Yours truely

#### EXERCISE 50.

E. M. Gopalakrishna Kone Sri Gopal Mahal Madura Sir I respectfuly make aplication for a trial posision in your offise and have every reeson to believe that if you will give me a trial you will be satisfied with my work My expiriance and reputation have been gained by active emploiment with some of the largest carporations in the Northern India so I feal confidant that you will apreciate my servises if you are looking for a relibel office asistant who is cabable of turning out quantitis of finished work and with much less cost to you I exsel in leterwritting invoycing and card-indecsing and whyle you may be receaving sertain results it will pay you to grant me a triel for which their will be know charg nor will you incurr any obligasion whatever unles you are fully satisfied in every way Yours respectfully

### EXERCISE 51.

Dist. Board High School Vizagapatam 15th February 1934 R.O.C. No. 576-34. From the Headmaster Dt. Board High School Vizag. To the President Dist. Board Vizag. Sir I beg to bring to your kind notice once more the fact that our High school boys go without physical exercise for want of play ground. The school compound as you know is too small for this purpose I have therefore proposed already in my letter No. 416-34 dated 26th January 1934 that the large site adjoining the Government Hospital be acquired from the owner who is a local merchant. I have spoken to him in the matter and he is inclined to be reasonable in his terms. I would therefore request you to start negotiations with him and effect the purchase without the interference of the usual official machinery which would only mean delay. If so desired I could call on you with the man any time you fix. I beg, etc.

#### EXERCISE 52.

District Board Office, Vizagapatam, 1st March, 1934, No. 563/Genl/34 From the President District Board, Vizagapatam to the Collector, Vizagapatam. Sir, I have the honour to state that the District Board High School has been going on now for several years without a suitable playground, on the need for which I need not expatiate to you. No other site being available we have pitched upon the open ground adjoining the Government Hospital. The owner is one N. Suryaprakasa Rao living at 56 Tank Square. He is reasonable. But his sons grown up are obstructive. They demand Rs. 5,000 a price far beyond its worth. I therefore find that there is left no other alternative but to acquire it under the law. As the Educational Depatment is insistent upon our providing a playground at once, I request you to be so pleased as to take immediate action in the matter. I have the honour, etc.

# CHAPTER III.

# CARBON MANIFOLDING.

If it is desired to retain a copy of every letter or document sent out, the simplest way is to take a copy by means of carbon paper. Carbon papers are thin sheets carbonized on one side and are manufactured in various sizes such as quarto, foolscap, draft, brief, etc., and are obtainable in several colours such as purple, blue, black, green and red. Carbon papers must be kept in pads or boxes in a cool place lest they become dry, and handled lightly in order to avoid finger marks and smudges.

The procedure of taking carbon copies is as follows:—

- 1. Lay a sheet of paper on the table with the writing side down.
- 2. On this lay a sheet of carbon paper with the ink-side upwards.
- 3. In this order place one white sheet, then another carbon sheet, and so on, finishing with a white sheet till the desired number of papers are arranged.

The collected sheets are now taken up and placed in the machine with the sheet downwards which was originally downwards when laying on the table. Before inserting, the carbon-side should face the operator; after insertion see that the carbon papers are facing towards the platen roll and away from the operator.

At the most half-a-dozen copies may be obtained on a 10 fb. foolscap paper. If more copies are required, special "Manifolding paper" should be employed. In taking carbon copies, the operator should strike the keys with more or less force according to the number of copies taken and according to thick or manifolding paper used. Usually a little more force should be used when typing with carbon copies than when a single sheet is used.

# CORRECTING ERRORS.

When a word has been wrongly typed, erase the whole word and retype it. If a letter alone is wrongly impressed, erase the single character by using an "Erasure Shield". While erasing move the carriage either to the left or to the right so as to avoid the eraser particles falling into the machine.

If errors are discovered after the sheet has been removed from the machine, reinsert the paper and adjust it till it is in a line with the edge of the Line Gauge. See that the letters having vertical stems such as l, i and m, are in a line with the graduations of the Cylinder Scale.

If mistakes are made in carbon copies, raise the papers by turning the thumb wheel, so as to allow the insertion of a slip of stiff card between the writing paper and the glossy or carbon side of the carbon sheet; erase error in each sheet commencing from the last sheet. The desired correction can now be made after removing the slips just inserted.

There are however, some characters which have elements in common, and may be typed over incorrect ones without being noticed; e.g., e over c or o; p, b, q, d, over o and c; h over n; y over v and comma over period.

The use of special erasures manufactured for typewriting is recommended. When erasing, use the rubber from side to side, rather than up and down, as the latter movement may shift the paper.

# ROMAN NUMERALS.

Roman numerals are represented by capital and small letters of the alphabet. The following letters are used:—

I	is use	d for	1
V	, ,	,,	5
X	,,,	,,,	10
L	,,	,,	50
C	,,	, ,	100
D	, ,	, ,	500
M	,,	,,	1,000

When a character is preceded by one of less value, the whole expression denotes the difference of the values of the single characters, as:—IV = 4, IX = 9. When a character is followed by one of equal or less value, the whole expression denotes the sum of the values of the single character, as:—VI = 6, XII = 12, XX = 20.

Small Roman Numerals are used for paging supplementary matter, such as preface, index, and sometimes sub-paragraphs, as :— [Article 10 (i) (a), (13) (ii) (a) and (b)].

Capital Roman numerals are used :—

- (1) in numbers attached to the names of monarchs, as George V, Edward VII.
- (2) in expressing the number of the year, as—MCMXXXV = 1935.
- (3) in numbering chapters, as Chapter XXV.

# UNDERSCORE.

The underscore is employed for emphasizing important words, the underlined or italicised words in manuscript or print, and for drawing a continuous line.

It is also used to underline any foreign words, for titles of newspapers, books, etc., for subject headings and for drawing ruled lines at the foot of a column of figures, such as invoices.

# EXERCISE 53.

Typewrite the following exercise using underscore for the words italicised.

If two sounds meet in exactly opposite phases, and the two forces are equal, they will balance each other, and silence will ensue. Thus, a sound added to a sound will produce silence.

#### ENVELOPE ADDRESSING.

In the same way, two motions may produce rest; two lights may cause darkness, and two heats may produce cold. Napoleon started when he beheld her: 'Qui etes vous?' he exclaimed, with characteristic abruptness. 'Je suis la Duchesse de Weimar.' 'Je Vous plains,' he retorted fiercely. 'Jecraserai votre mari;' he then added, 'I shall dine in my apartment,' and rushed by her. The volume of Lyrical Ballads, whose first beginnings have been traced at Bristol, contained several poems — as The Thorn, Goody Blake, The Idiot Boy; several in which, as in Simon Lee, trivility is mingled with much real pathos; and some, as Expostulation and Reply and The Tables Turned, which are of the very essence of Wordsworth's nature.

# ENVELOPE ADDRESSING.

In addressing an envelope care should be taken to effect a good display. The first line of the address should be commenced about the middle of the envelope. Where it consists of three lines, double-line spacing may be employed according to the size of the envelope; for four lines single-line spacing is preferable, and for more than four lines single-line spacing alone is possible. But these rules may however be varied according to the size of the envelope.

Each line should be indented to the extent of five or ten spaces according to the length of the line. The name of the town of destination is best written in capitals, and, if short, in spaced capitals. Some business men, however, prefer the 'Window Envelopes', in which the letter itself may be folded and inserted into the envelope in such a way, that the inside address can be seen through the window of the envelope. This method saves the additional trouble of typing the address on the envelope.

Any note such as "Personal", "Urgent", "Confidential", etc. should appear on the top left-hand corner. The sender's address, if required, should be typed at the bottom of the left-hand corner. The envelopes of official letters should be franked, i.e., the clerk or other officer despatching the letter should sign and add his designation at the bottom of the left-hand corner of the envelope.

The following instructions should be carefully noted :-

- 1. In addressing an individual, do not use both Mr. and Esq. When a University or professional title such as Dr. is used before the name, do not use Esq. or other degree title after the name. E.g., Dr. S. Krishnan, Esq., M. D., is incorrect. It should be either Dr. S. Krishnan, or S. Krishnan Esq., M. D. When addressing a Hindu, M. R. Ry. should be used before the name and Garu or Avl. should be used after the name: In the case of Muhammadans Janab and Saheb respectively, should be used. M. R. Ry. may also be used before the titles such as, Rao Saheb, Rao Saheb
- 2. In addressing a Government Official, do not type the name if the letter is an official one; but in case of personal letters the name should be typed.
- 3. When addressing a firm, use Messrs. before the name; but if it is an impersonal firm such as 'The New Era Trading Co., Messrs. should not be used.

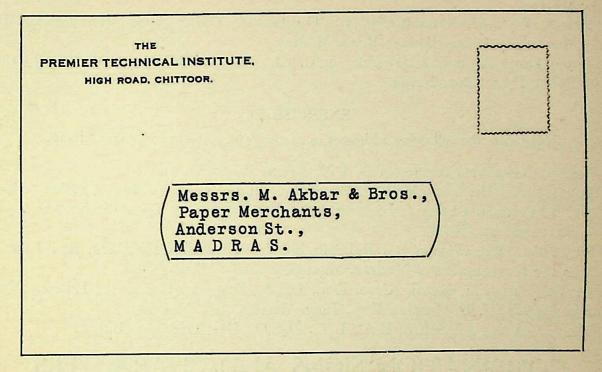
Study the mode of addressing envelopes in the following specimens:-

On His Majesty's Service only. The Secretary to the Commissioner URGENT. for Government Examinations, R. Gopalan MADRAS. Clerk, Govt. College, Mangalore. Messrs. Longmans, Green & Co., Ltd., Educational Publishers, 167, Mount Road, MADRAS. S. KRISHNA CO., Coimbatore. Janab C. Abdul Hakim Saheb Bahadur, President,

District Board, VELLORE.

#### ENVELOPE ADDRESSES.

# SPECIMEN OF WINDOW ENVELOPE.



### ENVELOPE ADDRESSES.

#### EXERCISE 54.

Typewrite the following addresses correctly setting out as for envelopes on suitable slips of paper cut into various sizes as per specimens given.

- 1. M.R.Ry., G. Srinivasamurthi, Avl., B.A., B.L., M.B.C.M., Principal, Government School of Indian Medicine, Madras.
- 2. Rao Saheb C. N. Saravana Mudaliar, Avl., B. A., Senior Translator to the Government of Madras, Madras.
- 3. Major G. F. H. Alms, R.E., P.S.C., Garrison Engineer, Fort St. George, Madras.
- 4. Khan Bhadur Muhammad Bazlullah Saheb Bahadur, C.I.E., O.B.E., Chairman, Madras Services Commission, Madras.
- 5. M.R.Ry., Rao Bahadur D. Krishnamurthi Garu, B.A., B.L., Commissioner, Hindu Religious Endowment Board, Madras.
- 6. Dr. H. S. Hensman, M.R.C.S. (Eng.), L.R.C.P. (Lond.), L.M.S. (Madras), M.P.C., Superintendent, Government Mental Hospital, Madras.
- 7. Sir Charles B. Cunningham, Kt., c.s.i., Inspector-General of Police, Madras.
- 8. Lt. Commander W. F. Ellis, R.I.M., Engineer & Ship Surveyor, Madras.
- 9. The Hon'ble Justice Rao Bahadur S. Varadachariar, B.A., B.L., Judge, High Court of Judicature, Madras.
- 10. The Rev. D. W. Wolfenden, Chaplain Holy Emmanuel Church, George Town, Madras.
- 11. Messrs. Spencer & Co., Ltd., Mount Road, Madras.
- 12. The Standard Ærated Water Works, Langs Garden Road, Mount Road, Madras.
- 13. The Madras Provincial Co-operative Bank Ltd., "The Luz" Mylapore, Madras.

14. Messrs. Shaw Nagjee Purushotham & Co., "Sun" Umbrella Mart, China Bazaar Road, Madras.

15. Messrs. Vummidi Ramiah Chetty & Guruswamy Chetty & Co., Jewellers and Diamond

Merchants, China Bazaar Road, Madras.

16. Janab Yahia Ali Saheb Bahadur, M.A., B.L., M.L.C., Chairman, Municipal Council & Public Prosecutor, Nellore.

#### EXERCISE 55.

Typewrite the following addresses in proper form correcting mistakes, if any.

1. Messrs. Associated Automobiles, 1/70, Mount Road, Madras.

2. Popat Jamal Brothers, Madras, Broadway, Glass, Enamelware & Crockery Merchants.

3. Mr. V. Perumal Chetty & Sons, Printers, Publishers & Book Binders. G. T. Madras, Stringers' St., No. 5.

4. M. R. Ry., The Hon'ble Rai Bahadur Sir K. V. Reddi Naidu Garu, Kt., Law Member

to the Government of Madras, Madras.

5. Lt. Col. Janab M. Moosa Khan, Esq., I.M.S., Inspector-General of Prisons, Madras.

6. Hon'ble Mr. H. D. Carnish Esq., Judge, High Court, Madras.

7. Mr. Md. Abdul Ali Saheb, B.A., L.T., D.E.O., East Godavari Ellore.

# COMBINATION SIGNS AND CHARACTERS.

The student should carefully note the names of the following characters on the keyboard.

& ampersand pounds sign asterisk ( ) brackets 'at' sign shilling sign

apostrophe or single quotation "double quotation

When the keyboard is not provided with the following characters they may be obtained by typing one character over another and by the use of back spacer and the variable line spacer.

Capital I and hyphen dagger small o slightly raised 90° degree two hyphens dash Capital S and / dollar two hyphens (with the use of the variable line equation spacing mechanism after completing the typing of the line) apostrophe and full-stop exclamation mark! slightly raising the cylinder with the variable C6 H10 O5 Formula line spacer after fully typing the capital letters and completing the line leaving merely a letter space between whole Fraction 17 5/16 number and fraction small x and a space on either side Multiplication  $6 \times 10$ two S'S using variable line spacer. Section The signs for plus and division give a better appearance if made by pen.

#### FILLING IN BLANK FORMS.

#### EXERCISE 56.

Typewrite the following exercise making use of the special characters as per instructions given.

T. Ramachendran and S. Krishnaswamy entered into partnership under the firm name of Ramakrishna & Co., and their capital of Rs. 5,000 was contributed in the ratio of 3:2. I am promising those copies at twelve o'clock to-morrow (Thursday). Can you have them ready? The freezing point of water is 32°F or 0°C. 1°=60'; 1'=60". (N H<sub>1</sub>) Cr<sub>2</sub> O<sub>7</sub> - N<sub>2</sub> + 4 H<sub>2</sub> O + Cr<sub>2</sub> O<sub>3</sub>. What is meant by "a measurement ton"? £1 = Rs. 15/- or \$4.80. 25 packages measuring 3.1' x 2.1' x 3.4' each @ 27/6 and 10%. The cost of pipe measuring  $4\frac{1}{2}$ " by  $4\frac{3}{4}$ " is 12a. 6p. per 5' 0" length. 5/8 - 3/8 = 1/4.  $24 \div 4 = 6$ . Asterisk is the name given to the sign '\*', and it is used to indicate the omission of a number of words, and also to refer to any note in the margin or foot of the page. Chapter XX § 5 to 6.

# FILLING IN BLANK FORMS.

To print upon a given line, such as filling up blanks, or inserting any character at a spot, adjust the line to be filled up with the edge of the cylinder scale, by turning round the cylinder. Use variable line space lock which frees the cylinder to be moved backwards or forwards even to a very small fraction of a space of the notch.

Substitution of words. If it is desired to substitute a word of say, four characters in place of a word of three characters, erase the wrong word, and the correct word containing one character in excess of the word erased may be typed by shifting the paper slightly to the right or left so that the letters will fall between the graduations of the scale leaving half a blank space at each side of the substituted word.

#### EXERCISE 57.

Typewille the following letter taking a carbon copy leaving spaces as indicated.
•••••••••••••••••••••••••••••••••••••••
Dear Sirs,
Referring to our letter of the instant, I beg to enclose
herewith for your acceptance draft for
payableand shall
be glad if we will return us the same duly accepted by return of
post.

Yours faithfully,

Remove the sheets from the machine, reinsert the first sheet and fill in the spaces with the following items: -(1) 22nd July, 1935, (2) C. H. Chandra & Company, 25 Queen's Road, Nagpore, (3) 10th, (4) three hundred and fifty rupees only, (Rs. 350/-), (5) three months after date. Erase the word 'I' in the first line and substitute the word 'we' in its place. 'we' in the fourth line and substitute the word 'you' in its place.

Insert the carbon copy and fill in with the same particulars, but address the letter to Messrs. Viswanath & Co., 14 South Parade, Bangalore. See that the typing matches with the carbon impressions. (This can be done by cutting a piece of carbon paper and inserting it behind the ribbon).

### EXERCISE 58.

On a separate sheet of paper type the following blank form of certificate. paper from the machine and reinsert it and fill in the necessary particulars as indicated. should be taken to adjust the several items so as to make them fall exactly on the line.

# CERTIFICATE OF IDENTITY AND RECOMMENDATION.

	(a)193	-
I, the Undersigned (b)		
hereby declare that to the	best of my knowledge and belief (c)	
at present residing at	is was	Bi .
(d)	having been ·born at (e)	•
on theday of	and not having lost the status o	f
British subject thus acquired.		
I further certify that the said applicant (v	whose signature is written below mine) is a purpose of travelling to (f)	e. 
	g) Signed	
	Signature of the Applicant	•
		115

(a) Insert name of place and date.

(b) Insert name and qualifications viz., Magistrate, Surgeon, Solicitor or Notary (as the case may be) and give address.

(c) Christian Name and surname in full, and address.

(d) State whether a British-born Subject or naturalised British Subject.

(e) Insert place of birth.

(f) State whither proceeding; and the names of persons who accompany.

(g) Signature and Seal of the person recommending.

#### FILLING IN BLANK FORMS.

#### EXERCISE 59.

Typewrite the following blank form of the letter of Hypothecation, leaving spaces as indicated. Remove the sheet from the machine and reinsert it and fill in the necessary particulars.

' commence of the second secon
To the Directors of
TheBank, Limited,
***************************************
the control of the co
Gentlemen,
We have negotiated through your Bombay office a Bill drawn by
onfor Rsand, as security, have delivered with the said
bill, shipping documents for the following goods:—
-11 m
Invoice forvalued at Rs
Policy of Insurance All Risks / or / F. P. A. for Rspayable inpayable in
Bill of Lading formarked
per S. S.
Fromto
The Freight on which, amounting to Rsis paid by
The documents are to be given up on payment of the Bill.

If the said Bill should suffer dishonour, we hereby authorise you to cause the said goods to be sold, such sale being for our account, at our risk, and subject to the usual charges for commission and all incidental expenses.

We are, Gentlemen, Yours faithfully,

# THE USE AND ECONOMY OF RIBBON.

Impressions are produced on the paper by means of the types striking through the ribbon. The ribbon is therefore the ink-supplying agent of the typewriter. In some of the older models such as the Yost and Blick, the ink is supplied by means of an inked pad; but these machines have gone out of use.

There are mainly two kinds of ribbons, viz., record and copying ribbons. The RECORD or NON-COPYING RIBBON is one, the impressions of which are not capable of yielding press copies. Such ribbons are mostly in use in all government offices and business houses where copies are obtained by means of carbon paper.

The COPYING RIBBON is one, the impressions of which can be press-copied. Such ribbons are used by some business houses where it is desired to retain exact facsimiles of the documents sent out, and more largely by lawyers and solicitors.

Ribbons are manufactured in several colours such as purple, black, blue, green and red. The black ribbon is generally used in legal work as it does not fade when exposed to light. Purple or blue ribbon is used by all business houses where beauty of the work is desired.

Ribbons are also manufactured with provision for two different colours and are known as BICHROME RIBBONS. The types can be made to strike the desired colour by merely shifting the lever to the required colour on the ribbon dial.

Ribbons are supplied by manufacturers fitted in special spools for use on different machines. Care should be taken to select only that particular spool which will fit on the machine used by the operator. Even if the sides are reversed there will not be the automatic reversing action of the ribbon.

The following precautions should be taken to ensure economy of ribbons.

- 1. Ribbons should not be exposed to heat and light as they will fade away very soon.
- 2. Utilise the entire surface of the ribbon by switching the ribbon indicator to both the positions on the dial. The sides of the ribbon may also be reversed in order to utilise such particles of ink as might remain on this side.
- 3. Bichrome ribbons are generally expensive as only one colour is used; and it is therefore advisable to use single colour ribbons on the machine. But when an occasional difference in colour is desired, it may be obtained by inserting a small piece of coloured carbon paper between the ribbon and the paper. If a record and copying ribbon are required, a piece of the copying ribbon may be cut and stitched to the record ribbon at one of the ends, by which any ribbon may be used by merely winding the ribbon to one side.
- 4. Insist on using only the best kind of ribbons, as cheap ribbons will not only be deficient in colouring, but are also subject to easy wear and tear.
  - 5. Purchase ribbons in small quantities and do not remove the ribbons from their boxes till they are required for use on the machine.
  - 6. Dried up ribbons may be made wet by exposing them to the moist air during night time.

# PRESS COPYING.

Business men should retain a copy of every document sent out for future reference. The simplest way of obtaining a copy is by means of a carbon paper. But there are several disadvantages of retaining a carbon copy, as subsequent alterations could be easily made or another copy substituted without being detected. In order to overcome this, the method known as "press copying" is adopted.

#### PRESS COPYING.

For taking copies by means of the press copying process, typing should be done with a copying ribbon. The letters are copied in a letter-book containing white tissue paper numbered on one side only.

The following materials are used in press copying:-

- 1. Oiled water-proof sheets for insertion between the tissue sheets.
- 2. Drying or absorbent sheets.
- 3. Copying bath containing linen sheets in a moistened state.
- 4. A superior copying press.

After typing the letter with a copying ribbon as indicated above, sign the letter with copying ink. Open the copying book and turn the page on which the letter is to be copied. If it is desired to copy the letter on page 60, lay an oil-sheet on the back of page 59 and over it lay a damp linen sheet smoothly, and turn over it the page 60. On it place the letter to be copied with the writing side down and lay another oil-sheet over the back of the letter. If several letters are to be copied at a time, the same operation is to be repeated. Place the copying book in the press, apply good pressure and allow it in the press for at least 2 minutes. Now withdraw the book from the press, and remove the letter and the oil-sheets, and insert a drying sheet between each damp leaf and allow it to dry. By this process an exact facsimile of the letter with the signature can be obtained.

If any papers get spoiled in the letter-book cancel them with a coloured pencil, and on no account should they be removed from the book. Leave no blank sheets but use the pages continuously. Perfect copies cannot be obtained if the letter is typed with a non-copying or worn out ribbon or if the sheets be too dry or too moist, or by giving insufficient pressure in the press owing to hurrying of the process.

# STENCIL CUTTING.

If it is desired to obtain a large number of copies of trade circulars, notices, etc., without recourse to printing, this may be obtained by means of the process known as Stencil Duplicating.

Stencil paper is available in two varieties, viz., dry sheets and wax sheets. A set of dry sheets consists of a dry stencil sheet on which is printed a scale for adjusting the paper and a backing sheet to protect the dry sheet while typing. A set of wax sheets consists of a tissue sheet for protecting the wax sheet, a wax stencil sheet, and a backing sheet on which are printed the scales. Special stencil sheets are manufactured for each particular kind of duplicator and the typist must use only those sheets that will fit in his duplicator.

For cutting stencil, the platen must be medium hard. Switch off the ribbon from the typewriter by turning the indicator to white on the ribbon dial, and clean the types well. Take the stencil sheet and insert a carbon paper between the backing sheet and the stencil sheet, (glossy or ink side upwards and facing the operator before insertion) and insert the sheets into the machine by releasing the feed rolls and adjust the paper with reference to the printed

4

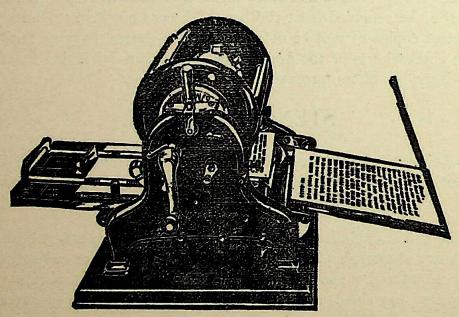
scales on the sheets. Occasionally brush the types to remove the clogging from the letters. Use a firm, steady touch, as the success of the work depends upon how the original is cut. Press with a heavier touch for capital letters. When the typing is finished release the feed rolls and pull the stencil out and remove the carbon sheet. Go through the carbon work to discover any typographical errors.

Errors may be corrected as follows:—Apply a fluid known as Correcting fluid with a brush just over the error, so as to close up the perforation and allow it to dry. The correct letter can now be re-typed. If a whole paragraph is to be corrected or altered, cut out the faulty portion with a sharp knife and re-type the paragraph on another piece of stencil and cut it out to a size so that it may not only fit in the opening of the original stencil but also overlap a bit. This process is known as grafting. Apply varnish to the edges and affix the graft to the stencil.

If it is desired to add signature or any other matter by hand, place a silk plate between the stencil and the carbon sheet and write with a stylus pen.

The stencil is now ready for setting up on the duplicator. There are several duplicators in the market, both flat frame and rotary duplicators. The typist should study carefully the book of instructions supplied with the particular kind of duplicator used by him and get himself familiar with the several adjustments and working of the duplicator.

# ROTARY DUPLICATOR.



It is not necessary here to go into the details of the working of each duplicator, as any amount of theoretical instruction will not enable the student to take perfect copies, unless he practically learns it on the duplicator under the guidance of a teacher or mechanic. But the method can be described briefly as follows:—If it is desired to take copies on a Rotary Duplicator, place it on the table and uncover it and put the machine out of action by locking the operating lever and make all the preliminary adjustments. Squeeze an even line of ink from the ink-tube along the cylinder within half-inch of either end, and distribute the ink by turning

#### STENCIL CUTTING.

the handle. Securely affix the stencil head-piece to the machine-stude or to any other frame work devised for the purpose. Let the typed side be towards the machine and the backing sheet outside. If a wax stencil is used, tear off the tissue sheet before fixing. Turn the handle slowly with one hand and rest the other lightly on the backing sheet, so as to make the stencil adhere to the carrier without creasing. Remove the backing sheet and see if the impressions on it are clear. Tear off the backing sheet at the place where it is perforated. Place the papers on the feed board carefully levelling their edges and place the receiving tray into position for receiving the copies. Use machine-cut paper for the copies.

After making all these necessary adjustments, pull the operating lever and print the copies by turning the handle with an even motion. If the printing is not in the correct position it should be adjusted to the proper position. The paper will now feed through the machine and fall on the receiving tray. After taking the first two or three copies on a blotting paper, perfect copies will be obtained. But if any part of the work appear faint, apply a little ink at the spot through the perforation from inside the cylinder. If the mistake be due to the improper cutting of the stencil, brush Developine over the part. The paper used for taking the copies should be of superior quality, preferably absorbent paper; otherwise it will cause smudging.

If it is desired to fix the stencil on a Flat Frame Duplicator proceed as follows:—Undo the clips in the printing frame and remove the top section. Place a porus sheet known as Diapliragm over the bottom section and then replace the top section and fasten it by stretching the clips. Place the stencil with the Backing sheet on the Printing Frame with the wax sheet upwards. Now close the frame and evenly roll the inked roller over the Diaphragm in one direction only till the stencil adheres. Remove the backing sheet and see if the printing on it is clear; if imperfect, take a few copies on a blotting paper. After the desired number of copies have been obtained, gently remove the stencil from the Diaphragm. The same diaphragm may again be used for fixing another stencil.

By either of these processes it is possible to obtain a number of perfect copies in a very short time.

#### EXERCISE 60.

Cut out the following notice on a Stencil and take fifty copies on a duplicator.

NOTICE.

Madras Legislative Council — Chamber of Commerce Constituency — Return of Election Expenses.

Notice is hereby given that Mr. Charles Edgar Wood, candidate who was returned uncontested for the Madras Chamber of Commerce Constituency of the Madras Legislative Council, lodged in the office of the Chamber of Commerce, Mercantile Bank Buildings, Madras, on the 5th February 1929, return of election expenses and declaration duly signed. It may be inspected at the above-mentioned office between the hours of 12 noon and 4 p.m. on any working day before the 20th February, 1929.

Madras, 5—2—29.

H. P. HEARSON,

Returning Officer.

CC-0. Jangamwadi Math Collection. Digitized by esangoin

Jangamawadi Math, Varanasi

Acc. No.

# CARE OF THE TYPEWRITER.

The working life of the typewriter can be considerably prolonged by paying a little daily attention to it. By this it is not meant that the typist must be continually tinkering with the machine by means of a screw-driver or spanner. He should merely confine his attention to oiling, cleaning and keeping the machine free from dust. The adjustments of the vital parts made in the factory should not be interfered with, lest the machine loses its factory temper.

The typist should have the following outfit:-

- 1. A long-handled bristle brush.
- 2. A type-cleaning brush.
- 3. A piece of clean soft rag.
- 4. A duster.
- 5. A piece of chamois leather or polishing cloth.
- 6. A small oil can.
- 7. A "Touch Oiler".
- 8. A lady's hat pin.
- 9. A small screw-driver.

Every morning before commencing work, the operator should thoroughly clean the machine, by removing all the dirt from the intricate parts with the long-handled soft bristle brush. The dust from outer parts can be wiped off with the soft rag. The types should be cleaned thoroughly with the type-brush. If the types are very dirty, cover the keyboard with the duster to prevent the dirt from staining the keys, and apply a little quantity of petrol and clean the types by using a to and fro, rather than side to side motion with the brush. Any types which are clogged due to the accumulation of dust, or of ink from the ribbon should be picked out with the point of the hat pin. Letters that have enclosed spaces such as, o, e, a, s etc., require frequent cleaning. After this, remove the stale oil from the carriage rails and way rod with a piece of rag. A drop of oil should now be put on the way rod and carriage rails and the carriage moved to and fro in order to distribute the oil.

Wipe off all the superfluous oil as it catches dust and dirt and checks the smooth action of the carriage. All other frictional parts such as ribbon gears, escapement wheel and teeth of the rack, etc. should at long intervals be slightly oiled with the "touch oiler". Use only the best typewriter oil and that sparingly. Remember that too little oil is better than too much. The bright parts of the machine should be cleaned and polished with the piece of chamois leather. When the machine is not in use it should always be kept covered with a rubber dust proof cover in addition to the metal cover, in order to avoid dust from settling on it.

Do not drag the machine, nor lift it by the carriage. The best way of carrying the machine is by taking hold of the baseboard. To safeguard the machine during transit, the carriage should be tied securely by means of strings and the space in the type basket should be filled with pieces of paper rolled up, to prevent the type-bars from rising.

#### Questions.

- 1. Describe the method of arranging the carbons and sheets of paper where three carbon copies are required. How would you correct an error (a) if discovered before removal of the sheets from the machine (b) after removal while taking carbon copies?
- 2. Compare the advantages and disadvantages between press copying and carbon duplicating.
- 3. What letters have elements in common.
- 4. In what circumstances are lower-case letters used to represent Roman figures?
- 5. Express in words and in Arabic numerals the values of L, CV, LVI, XXIV, CCII, MCM, MCMXXXV, DV.
- 6. Express the following in Roman figures 9, 29, 47, 99, 505, 1020, 3071.
- 7. For what purpose is the underscore used in typewriting?
- 8. What is the first essential in envelope addressing?
- 9. Type addresses suitable for a Member of Parliament, a business house, a Government Official, a Duke and a Clergyman.
- 10. Why should the upper half of the envelope be left free from writing?
- 11. Where should special directions such as "Personal" "Urgent" "Confidential" etc., be typed on an envelope? Give reasons for your answer.
- 12. If your machine is not fitted with special characters, how would you type the following:— § ! = \* \$
- 13. Type the symbols that are used to represent the following:— minus, dollar, inch, degrees, per centage and division.
- 14. What is meant by the term "combination characters"? Give examples.
- 15. Can a word of say, four letters be accommodated in the space occupied by a word of three in a line? If so, state how?
- 16. How would you arrange for the type to fall on ruled lines?
- 17. What is variable line spacer, and for what purpose is it used?
- 18. How can a character be written above or below the line? Give three examples.
- 19. Describe the press copying process.
- 20. How can typewriting in various colours be done without using different ribbons?
- 21. What are "record," "copying," and "bi-chrome" ribbons, and what purpose does each serve?
- 22. Describe the stencil process of multiplying copies of type-written matter.
- 23. Name the various methods of duplicating typescript, and describe briefly the *modus* operandi of two such methods.
- 24. In a stencil how can (a) faint impressions be improved, and (b) spots, cracks or other defects remedied (c) punched out characters e.g. "o's" be filled in?
- 25. How can type be prevented from clogging with wax when cutting stencil?
- 26. What are chief points to be observed in keeping a typewriter in good working condition?
- 27. What precautions should be taken as regards oiling?
- 28. What should be the first duty of the typist each day?
- 29. Name the materials required for cleaning and oiling?
- 30. What kind of ribbon should be used for work which is likely to be exposed to a moist atmosphere.

#### CHAPTER IV.

# INVOICES AND ACCOUNT SALES.

An invoice is a statement setting forth full particulars as to the quantity, quality and description of the goods sold with their price. Invoices are of two kinds; Inland and Foreign. In addition to the particulars contained in the Inland Invoice, the Foreign Invoice states the marks and numbers of the packages and the name of the Steamer carrying the goods.

An Account Sales is a statement sent by the agent to his principal after effecting the sales, showing the amount realised and the net result after deducting the commission and other expenses attending the sale.

Separate printed forms are kept for these documents like ordinary letter-heads. The typist has only to fill in the necessary details. But in schools where students cannot get such forms, they are also to type the necessary headings. Single-line spacing is generally used in figure work. Horizontal lines may be made by means of the underscore or hyphen; but perpendicular lines for columns must be made with pen after removing the sheet from the machine. When fractions not provided on the machine are required, they may be filled in with a finely pointed pen in the same colour of ink as the typescript, after finishing the exercise. To facilitate reading, leader dots may be used to fill up spaces; but care should be taken to use them as sparingly as possible, or they will mar the beautiful appearance of the work and also indent the cylinder.

Study the following invoices carefully and type as instructed.

#### EXERCISE 61.

Set the marginal stops at 10 and 75 and keep single line spacing. Use underscore for drawing lines at the foot of the amount column.

The Carn Moui	atic Studio, at Road, Madras.		(To day's date.)
15 	20	50     Rate	60   Rs. A. P.
4 2 1 12 3 10 6 5 20 10	Artists Brushes Automatic Pens Binoculars Developing Dishes Drawing Boards Ground Glass Screens Magnifying Glasses Negative Storage Boxes Printing Frames Students' Colour Boxes	1/8 -/6 15/8 1/14 4/12 0/10 3/8 4/12 4/- 7/8	6 0 0 0 12 0 15 8 0 22 8 0 14 4 0 6 4 0 21 0 0 23 12 0 80 0 0 75 0 0
			Rs. 265 0 0

#### EXERCISE 62.

(Insert to-day's date)

Mr. James McNally, 14 Lovedale, Octacamund.

				Rate.	Rs.	A.	P.
	263	6	Best Sheesham Badminton Presses	2/8	15	0	0
No.	165	2	The Oriental Polished Mulbery Badminton Presses	3/4	6		0
No.	238	4	Challenge Table Tennis Strung Rackets	1/6		8	0
No.	102D	1	Ping-Pong Net	1!-	1	0	0
No.	127E	12	Glazed Balls, The "Perfecta"	-/3	2	4	0
	776	5	"The Resista" Cricket Bats	7/8	37	8	0
	531F	1	Sandow's 'Embrocation'	17/-	17	0	0
	653	3	Superior Ash Trapeze Bar	8/-	24	0	0
	81 A			Rs.	108	12	.0.

#### EXERCISE 63.

(Insert date).

Messrs. S. M. Eusuff & Co., Powerpet, Ellore.

Gentlemen,

In response to your enquiry of the 10th instant, we have the pleasure to send you herewith the following particulars as required by you:--

10	45	Rs. A.
Acid Pro-gallic Crystal	per 1 oz. bottle	0 14
Alum Powdered	,, 1 lb. packet	0 4
Amidol	,, l oz. bottle	1 0
Ammonia Suophocyanide	, , , , , , , , , , , , , , , , , ,	0 6
Gold Chloride	,, 15 grain tube	2 6
Do	,, 7½ ,,	1 6
Hydrokinone	,, loz. bottle	0 12
Metol	6.66	1 4
Potass Bromide	,	0 6
Do Meta-Bilsulphir		0 5
Soda Carbonate Dried	,, 1 1b. tin	0 14
,, Sulphite	,,	1 0
,, Hyposulphite	,, ,,	0 4

Awaiting your favours,

We remain, Gentlemen, Yours faithfully,

#### **EXERCISE 64.**

Miss Alice Joyce, Golden Rock, Trichinopoly.

(Insert date.)

Dear Madam,

With reference to your enquiry of yesterday's date, we have pleasure in submitting the following price list of coloured prints. The prints in every case are of the very best quality.

Coloured Prints.	Size of Print. Inches.	Including Mount. Inches.	Rs.	A,	P.
Melody	24 × 13	41 × 31	5	0	0
Fashion's Favourite	18} × 23½	27½ × 36	3	12	0
A Daughter of Eve	18½ × 23½	27½ × 36	3	12	0
The Dancing Lesson	$17\frac{1}{2} \times 22\frac{1}{2}$	$27\frac{1}{2} \times 37\frac{1}{2}$	3	12	0
The Swing	$17\frac{1}{2} \times .22\frac{1}{2}$	. 27½ × 37½	3	12	0
Musidora	21 × 161	32 × 24	15	0	0
La Pensierosa	25 × 13	34 × 27	4	8	0
Sailing Ships	15½ × 11½	31 × 17	1	12	0
I will give you Rest	$30\frac{1}{2} \times 17$	43 × 31	14	10	0
Steps in Tunes	18 × 12	set of 2	. 8	8	0
Moonlight Scenes	18 × 10	set of 4	7	8	0
The Guests Arrival } The Love Note	18½ × 10	***	10	8	0

Awaiting your orders, which shall have our prompt attention,

We are, Yours truly,

#### EXERCISE 65.

Mr. E. G. WEBBER, Peterborough.

Victoria Street. Bristol, 26th March, 1935.

Bought of E. S. & A. ROBINSON, Paper-bag Makers.

TERMS: N	let.	Per	L. M. & S. Ry. Co.
Number.	Particulars.	Rate.	£ s. d.
2200	2 lb lump pink bags printed	11/-	1 2 0
4200	4 ,, Buff Moist do.	8/6	1 14 0
1850	2 ,, do. do.	6/6	0 13 0
4300	2,, Moist Blue do.	٤/6	0 17 0
1750	1 ,, do. do.	6/6	0 6 6
	7 ,, Flour Bags lithoed in green		1 10 0
	25 Reams Thin Cap Paper		5 0 0
	The Color of the C		£11 0 0

#### INVOICES.

#### EXERCISE 66.

## INLAND INVOICE.

Telegrams: "SYPHON" Madras

Codes Used: A.B.C. 5th & Private.

# CENTRAL SCIENTIFIC SUPPLIES Co., COMPLETE LABORATORY EQUIPPERS.

	George Town, Madras,
No	19

To Messrs. M. Venkatachalam & Co., Bazaar Street, Bezwada.

N.B. Interest at 12 per cent per annum will be charged after one month.

S. No.	Particulars.		Amount.		
Ď. 110.		Quantity,	Rs.	A.	P.
1	Hydrochloric acid commercial  Containers for above	10 lbs.	3	12 14	0
2	Acid Nitric commercial	8 lbs.	10 1	0 4	0 0
3	Zinc rods for Leclanche cells 2 pints	6 only	3	0	0
4	Magic Lantern Plano convex condenser 4" English make	1 only	3	4	0
5	Copper heater for specific heat experiments, with water tight cork, hard glass wide test-tube and outlet tube	. 8 only	20	0	0
.6	Spare 10 mgr. weight	1 doz.	1	1	0
	Less 10 per cent discount		44 4	3 7	0 0
		Rs.	36	12	0

E. & O. E.

FOR THE CENTRAL SCIENTIFIC Co.,

#### EXERCISE 67.

## FOREIGN INVOICE.

INVOICE of 5 bales of Grey Dhooties shipped by the undersigned per S. S. "Victoria" from Liverpool to Calcutta, by order and for account and risk of Messrs. Bunder Abbas & Co., Calcutta.

Order No. 1,400. Indent No. 800. B/L dated 20th January, 1935. Insurance effected here.

					1		_
A.M. 1000	Grey Dhooties ½ in. Colour border.  1 B1. { 200 prs. 42 in. *2/10 yds. 17 x 15, 60/70 500 T. No. 200 prs. 44 in. , , , , , , , , , , , , , , , , , , ,	camer)	8.	d.	£	<b>9.</b>	d.
1000	4 Bls. 1600 ,, same						
7001/4	$\frac{4}{5}$ Bls. 2000 ,, @ $1/3\frac{15}{16}$ average	and the same of th	16				
1001/4	2½%	3	6	5	129	9	10
	Packing 5 bales @ 20	5	0	0			
	Freight on 58 ft. 9 in. @ 32/6=2 7 8						
1	10% 4 9	2	12	5	io II		
	CHARGES.	a sal					
	Shipping charges	0	2	10			
10 A 74	½ Telegrams	0	14	0	Hade.		
	Postage and Bill Stamps	0	6	0	ic)		
	Fire Insurance on £129	0	1	0 0 4			
	Marine Insurance on £150 @ 5/9% less 5 & 10% &				A THE		
	Policy Duty 6d.	0	7	11	9	4	6
	Tonoy Duty ou.	Ng			18		
		1			£138	14	4
	Commission 2½ %				3	9	5
	Commission 22 %		••••				
					£142	3	9
	Stamped Two-headed Swan.						-
	Weight 21 cwt.						
Comments of the		1			No. of the last	THE COLUMN	25

<sup>\* 2</sup> dhooties in a 10 Yd. length.

E & O. E.

Manchester, 25th January, 1935. ALFRED MARSHALL & Co.

#### EXERCISE 68.

# ACCOUNT SALES.

ACCOUNT SALES of 1 Case White Mulls, received per S.S. "Clive" from Messrs. Herbert Jill & Co., Glasgow and sold by the undersigned, on account and risk of the consignors.

Terms: 11 per cent. discount and 60 days' prompt, @ 6% per annum.

Sold 25th January, 1935. Received in Godown, 15th July 1934.

· All Ista	SHIPMENT. 1250.		Rs.	A.	P.	Rs.	A.	P.
B 120 B	1 case White Mulls Containing 189 pieces @ Rs. 1/8 per piece Less allowance as per Invoice		283 10	8 2	0			
, \ \ B	110/ D'		273	6 4	0 3	269	1	9
	Charges.							
	To Bunder Fee, @ annas 2 per case ,, Landing, Clearing, Cart and Coolie hire, and		.0	2	0			
	. 0.7 0.10			12	0			
	" Fire Insurance, ½% per mo. for 7 mos.		2	12 7 1	8	10		
	,, Commission, 2½% on Rs. 283/8/		7	1 —-	9	12	3 —-	5
	Net proceeds, Rs.					256	14	4
	,, Int. on Rs. 256 14a. 4p. for 51 days, @ 6% per annum					2	2	4
	1 Casa Chint 1050	•••		I	Rs.	254	12	0
*	E. & O.	. I	G.,	*		1		

BROWN, JONES & BROWN.

Madras, 30th Jan., 1935.

General Manager.

## CHAPTER V.

# TABULAR STATEMENTS.

Tabular work consists of typing statements containing money columns, financial and statistical tables, etc.

Much time is wasted by students in moving the carriage from one column to another by the operation of the Space Bar. In order to obviate this loss of time, every machine is equipped with a tabulator, the purpose of which is to bring the carriage instantly to a pre-determined writing point by one stroke on the Tabulator Key. The Tabulator Key should not be operated in the same manner as the other ordinary character keys. It should be kept depressed and held firmly until the movement of the carriage is arrested by the tabulator stops. The harder the key is depressed, the slower will be the action of the carriage.

There are three kinds of tabulators in use, and every machine is equipped with one of these devices.

1. The Self-Starter. This is a great time-saver in indenting paragraphs, writing of the date, address and subscription in business letters, and typing columns of figures etc. in tabular work. This is operated by means of the five circular keys situated at the top of the Keyboard. Just behind the paper table there is the tabulator rack on which there are five stops numbered in order. These are adjustable and can be set at any desired point.

For typing business letters the stops should be set in order at 15, 20, 35, 40 and 55th degrees. By a single stroke on the fifth key, the carriage slips over all the stops and is immediately brought to the 55th degree, which is the writing place for date; by the operation of the first and second keys, the second and third lines of the address can be typed. By the operation of the third and fourth Keys the carriage can be made to jump to the 35th and 40th degrees for typing subscription. A little practice with these Keys will soon enable the operator to bring the carriage instantly to any writing position.

- 2. The Single-Key Tabulator. This device consists of a single Tabulator Key which performs the work of five keys as in the Self-Starter. There are five stops, which can be placed at the required positions on the Tabulator Rack. For example, if it is desired to stop the carriage at 15, 20, 35 and 55th degrees, set the stops at these degrees respectively on the abulator scale and depress the Tabulator Key. The first depression would stop the carriage at 15, the second at 20, and so on. With this kind of Tabulator it is not possible to jump directly to any particular stop; but if it is desired to advance the carriage to the 35th degree, the key must be depressed three times, till the carriage is arrested by the third stop at the 35th degree.
- 3. The Decimal Tabulator. The decimal tabulator brings the carriage instantly to the exact writing point in each column where the writing is to begin, whether, this be units column, tens column, hundreds column, or any other. It is used in typing money columns, preparation of bills, schedules etc.



#### TABULAR STATEMENTS.

Machines equipped with the decimal tabulator have a row of 10 keys located at the top of the Keyboard. The scale representing the numerical value of each key is placed directly behind the Tabulator Keys.

The decimal tabulator in Remington is composed of two general parts; the tabulator rack, on which the stops are placed, and the actuating mechanism, composed of the ten keys and their connecting levers and plungers.

To set the tabulator for writing "Rs. a. p." columns, place the paper in the machine, and move the carriage to the place of writing the pies unit. Then strike the key marked "Tab Stop Set", which, by means of the connecting mechanism forces one of the stops into the proper operative position on the rack. If more than one money column is to be tabulated the same procedure should be followed using one stop for each set of "Rs. a. p." columns. The machine is ready for commencement.

When it is necessary to clear the tabulator stops where a new set-up is required, move and hold the tabulator stops clearing lever forward and move the carriage to and fro by means of the release levers. This causes all stops to be returned automatically to their inoperative position.

Suppose if it is desired to tabulate -

Rs.	a.	p.
		4
		10
	5 12	10 11
9	5	11
50	12	10

The column can be set at any desired place to suit the size of the paper. If it is desired to type the pies unit at the 70th degree on the scale, move the carriage to the 70th degree, and press the "Tab Stop Set" Key, by which the stop at the 70th degree comes out into proper position on the rack. After setting the stops, press down the first key (marked IP) and the connecting mechanism is thrown into action permitting the carriage to escape till it is stopped by the tabulator stop at the point at which the pies-unit should fall. This applies to all the keys as each one is indicated on the tabulator scale the exact point to which it will move the carriage.

	Rs.	A.	P.
In the above example, press the first key (marked 1P) and	1		
write 4 Ps			4
Press the second Key (marked 10P) and 10 Ps.			10
Press the 4th key (marked 1 a.) and write 5 as. and press			
the 2nd key and write 10 ps.		5	10
Press similarly the 5th Key (marked 10 as.) and write 12	as.		
then press the second Key and write 11 Ps.		12	11

To begin the units of Rupees column, press the 7th key (marked Re. 1) and write Rs. 9; press the 4th key and write 5 as. and press the second key and write 11 ps. and so on, till the desired column is finished.

9 5 11

Similarly, any number of columns involving any number of figures can be easily tabulated.

Before commencing the tabular work, ascertain the greatest number of characters (including blank spaces) occurring in each column. Leave sufficient space for each column with reference to the total space available for typing, and set the tabulator stops accordingly and commence typing.

Type the following exercises using tabulator stops, noting carefully the instructions given at the head of each exercise.

#### EXERCISE 69.

Set the marginal stops at 10 and 70. The number of spaces available for typing is 60, which, divided among the three columns gives 20 spaces to each. The first column should be commenced at 10; the second column 10 plus 20 = 30; and the third column should be similarly commenced at 50. The tabular stops should therefore be set at 30 and 50 for the second and third columns. The heading should be written in capitals and centralized.

## HIGH-CLASS WINSOR & NEWTON'S MOIST WATER COLOURS.

Antwerp Blue	Napples Yellow	King's Yellow
Brown Ochre	Oliver Green	Pink Madder
Blue Black	Prussian Blue	Purple Madder
Burnt Siemna	Venitian Red	Mars Orange
Chrome Deep	Vandyke Brown	Lemon Yellow
Emerald Green	Alizarine Crimson	Terre Verte
Hooker's Green	Brown Madder	Rose Madder
Lamp Black	Indian Pink	Scarlet Lake.

#### EXERCISE 70.

The following Statement contains four columns. Set the marginal stops at 10 and 75. The number of spaces available is 65. The longest word in each of the figure column contains about 10 spaces, and so leave 12 spaces for each of the figures column. Subtracting 36 from 65 we have 29 spaces, for the 1st column. Set the tabular stops at 39, 51 and 63rd degrees. Centre the heading and type in capitals. The headings in each column should also be similarly centred with reference to the space available for each column.

#### TABULAR STATEMENTS.

# DIRECT EXPENDITURE ON EDUCATION BY SOURCES, 1911-12.

Province.	Provincial Revenues.	Municipal funds.	Total.
Madras Bombay Bengal United Provinces Punjab Burma Eastern Bengal and Assam Central Provinces and Berar Coorg North-West Frontier Province	11,20,773 10,80,156 10,39,593 6,15,119	Rs.  2,69,023 9,38,011 1,49,144 3,14,724 2,67,587 3,16,545 36,940 2,26,971 2,227 51,850	Rs.  29,53,223 47,62,300 30,31,854 23,06,617 13,88,360 13,96,701 10,76,533 8,42,170 30,640 83,420

#### EXERCISE 71.

The following statement contains five columns. Setting the stops at 10 and 75, we have 65 writing spaces. Count the largest number of letters in each column and subtract the total of columns from 65; the remainder will be the blank space. Equally distribute the space for drawing lines between each column. Now, set the tabular stops and commence typing. Use back spacer where necessary.

#### LONDON BOROUGH.

BOROUGH.	POPULATION.	ALDERMEN.	COUNCILLORS.	ACERAGE.
Battersex Bermondsey Bethnal Green Camberwell Chelsea Deptford Finsbury Falham Greenwich Hackney	167,693 119,455 117,238 267,235 63,700 112,500 76,019 157,944 100,493 222,159	9 9 5 10 6 6 9 6 5	54 54 30 60 36 54 36 30 60	2,169 1,506 755 4,450 650 1,574 588 1,701 3,837 3,299

(Key to MS. Ex. No. 31 P. 26).

#### EXERCISE 72.

The following statement contains seven columns. Count the number of characters of the longest line in each column containing figures and leave sufficient space for each column. Do not cramp the work and overlap the columns; but space freely and at the same time leave sufficient space for the margins. Vertical headings may be typed by folding the paper and inserting it sideways into the machine. The signs for plus and minus may be made with the pen.

(Area in hundreds of acres, i.e., 00 being omitted. Yield in hundreds of bales of 400 lb lint, i.e., 00 being omitted).

District.		sown w	te of the ith cotto oril up to end of	n from	Increase (+) or decrease (-) of the area in column (3) as compared with	Percentage mated yield the current normal yiel	per acre in year to the
		September 1933.	November 1933.	November 1932,	the area in column (4).	Irrigated.	Unirrigated.
(t)		(2)	(3)	(4)	(5)	(6)	(7)
		Acs.	Acs.	Acs.	Acs.		
Madura	****	23,0	119,7	118,0	+ 1,7	100	100
Ramnad	••••	16,0	133,3	159,0	- 25,7	100	100
Tinnevelly	••••	9,0	177,0	154,0	+ 23,0	100	100
Total	•••	48,0	430,0	431,0		100	100
Chingleput		Nil.	Nil.	Nil.	Nil.		100
South Arcot	••••	6	1,0	8	+ 2		100
Chittoor		Nil.	Nil.	Nil.	Nil.		100
North Acrot	••••	The state of the s	2	3	- 1	100	100
Salem	••••	A STATE OF THE PARTY OF THE PAR	48,0	59,0	- 11,0 + 19,0	100	100
Coimbatore	••••	1 00	290,0	271,0	+ 2,6	100	100
Trichinopoly Tanjore	••••	Nil.	Nil.	Nil.	Nil.		
Malabar	****	1	2	2	Nil.	•••	100
South Kanara		. 2	2	2	Nil.		100
Total		02.7	371,2	360,5	10,7	100	100

## THE BALANCE SHEET.

A Balance Sheet is a statement setting forth the different items, viz., assets and liabilities as well as the capital of a concern as at the end of any given period. The assets are marshalled under distinct headings on the right-hand side and the liabilities and capital are shown on the left-hand side.

In typing Balance Sheets foolscap size paper is generally employed. The full sheet may be inserted in a brief size machine and the matter displayed between 0 and 120 degrees. When a brief size machine is not available it may be typed on a foolscap size machine, by first typing the assets on the right-half of the sheet and then the liabilities on the other after taking out and re-inserting the paper if uncut or full-size paper is used.

The heading must be counted and halved as near as possible without dividing the word; the first half should be typed on the liabilities side, commencing at such a place so as to get the last word to the edge of the sheet. The second half of the heading should be typed on the assets side commencing close up to the edge of the paper.

The whole heading must be typed in capitals, or capitals spaced, and the sub-headings should be similarly centered and typed in small letters with capitals for the initial letters of the chief words. The columns should be carefully counted, the spaces duly allocated, and the tabulator stops set accordingly.

The longer half — no matter whether it be assets or liabilities side — must be typed first, so as to ascertain the correct position for totals, drawing rules, etc. When completed, the sheet must be removed from the machine and light pencil ticks inserted on the other sheet so as to indicate the respective positions of the lines, headings, totals, etc. which must balance with the corresponding lines on the sheet just typed. The second sheet should now be inserted and the heading and the Auditors' report should be made to join without a break so as to make the items match.

Before commencing to type the Balance Sheet, type the Auditors' report on a separate sheet so as to correctly set it on the Balance Sheet. Type the odd lines on the liabilities side, and the even lines on the assets side.

After finishing the Balance Sheet, whether full-size or cut foolscap sheets are used, lay the two sheets on the table properly arranged, and with a ruler draw the necessary lines with red ink.

The whole Balance Sheet from the top heading to the Auditors' certificate should be properly centered with equal top and bottom margins, and well-displayed by judicious spacing between headings and sub-headings. All figures in the money columns should be properly punctuated.

When typing Profit and Loss Accounts or Income and Expenditure Accounts, set out the profits or income on the right-hand side and the losses or expenses on the left-hand side. The word 'Debtor' (Dr.) should be typed at the beginning of the left-hand side and the word 'Creditor' (Cr.) at the end or the right-hand side. The totals on both the sides should be evenly balanced.

5

Set out the accompanying Balance Sheets on two separate sheets, so that the items may match.

EXERCISE 73.

THE DISTRICT BANKING COMPANY

Balance Sheet as at

The second of the second of	Lia	abi:	lities.			amueli na a k
	en Sagra vi Sen Supi Ta		Rs.	Α.	P.	Rs. A. P.
Capital		• • •	20,00,000	0	0	
Reserve Fund	to the se	•••	18,05,000	0	0	min propaga Bodin Bodin (1985)
Reserve Capital		•••	20,00,000	0	0	sale will ge a mili er
	Rupees	•••	58,05,000	0	0	Harar allana
Capital paid up		• • •	20,00,000	0	0	ere e bakan e e i triste Levit e eleve di 18-e d
Reserve Fund	•••	•••	18,05,000	0	0	
Bills in circulation			no politica, s			38,05,000     0       7,88,465     6
Deposits and other Lia	bilities	•••	factor and			2,42,84,843 15 9
Profit and Loss Accoun	ıt	•••				2,09,538 8 9
	A of the second		excitett oddi. Standard oddi.			an en leg de E.  The parties of the leg de the con-
				I	ß.	2,90,87,847 15 4

Harnault,
14th November, 1926.

We hereby certify that we have examined the bills, compared the Banking Company of Harnault, Limited and have compared the return of various items as specified in the foregoing Balance Sheet, are to the

OF HARNAULT, LIMITED. 31st December, 1925.

	Ass	ets.					
		Rs.	A.	P.	Rs.	A.	P.
Coin and Bullion in hand	•••	40,43,953	9	2			
Cash at Bankers	•••	88,746	12	5			
Australian Commonwealth, Ltd.	•	28,05,102	0	. 0			
Money at call and short notice	•••	7,73,035	0	0			
British War Loan Stocks and Government and Municipal Securities	•••	36,24,500	0	0			
Bills Receivable and Remittance in Transit	es 	19,20,026	5	1			
Notes and Bills of other Banks	•••	1,05,483	10	5			
Amount due for Advances	•••	6,73,040	4	10	1,40,33,887	9	11
Bills discounted and all debts to the Bank	due				1,44,65,017	5	5
Bank Premises and Furniture	•••				5,88,943	. 0	0
				Rs.	2,90,87,847	15	4

A. ALERT, Chairman.

Balances and counted the Coin in the Head-Office of the District the branches and hereby certify that the amounts shown against the best of our informations and explanations given to us, correct.

> J. SMART AND COMPANY, 25-11-1926, Auditors.

B. BEST, Manager.

C. CREST, Accountant.

#### EXERCISE 74.

DUBLIN SOCIETY OF

DT.

Income and Expenditure Account

EXPENDITURE.		•	
	£	s.	d.
To Printing, stationery and sundry expenses  Grant to Secretary for special expenses  Honorarium to late Secretary  Deficit on Annual Dinner  Bank charges, Telephone and Miscellaneous expenses  Prize for best 'Ten minute paper' and Golf  Competition  Excess of Income over Expenditure carried to Balance  Sheet  Sheet  """  """  """  """  """  """  """	22 10 5 11 8 · 3 6	5 6 2 13 3 7	8 10 4 0
The state of the s	£ 79	2	3

BALANCE SHEET AS AT

LIABILITIES.						e ia n	73.75 F
	chi				£	s •	đ.
Sundry Creditors	•••			•••	18	2	4
Income and Expenditure Account:-							
Balance at credit 31st August, 1931	£	21	6	2			
Add excess of income over expenditure for the year to 31st August, 1932		11	7	11	32	14	1
The state of the s					£ 50	16	5

We have compared the above accounts and Balance Sheet with the that they are correct in accordance therewith.

DUBLIN, 12th October, '32.

#### CHARTERED ACCOUNTANTS.

for t	he year	ended	31st	August,	1932.
-------	---------	-------	------	---------	-------

Cr.

INCOME.									
			£	3.	đ.				
		•••	54	0	0				
ered Acco	ountants in	•••	25	0	0				
•••		£ 5	0	2	.3				
			79	2	3				
	ered Acco	ered Accountants in	ered Accountants in	£ 54 ered Accountants in 25 0	£ s.  54 0  ered Accountants in 25 0 0 2				

31ST AUGUST, 1932.

	ASSETS.		£ s. d 35 3 10 1 11 10 8 15 6 5 5 3			
				£	s.	đ.
Cash in Bank				35	3	10
Stock of stationery on hand	•••	•••	•••	1	11	10
Subscriptions due		• • • • • • • • • • • • • • • • • • • •		8	15	6
Sundry assets (as per schedule)	at cost			5	5	3
			£	50	16	5

books, records and vouchers kept by the Secretary and hereby certify

(Key to MS. Ex. 64 p. 58).

J. SIDGEWICK
T. CONDREN FLINN,
Joint Honorary Auditors. Chartered
Accountants.

# HOPE BROTHERS, LIMITED.

Capital & Liabilities.	£	s.	d.	£	8.	d.
CAPITAL authorised and issued	****			600,000	0	0
300,000 5½ per cent. Cumulative Preference Shares of £1 each, fully paid	300,000	0	0			
300,000 Ordinary Shares of £1 each fully paid	300,000	0	0			
Sundry Creditors on open accounts (including £ 1,977-8-5 Benevolent Fund)				23,279	2	6
Unclaimed Dividends				102	12	11
Sinking Fund for Redemption of Leases	****			8,464	12	0
Special Reserve Account, not divisible	11,798	0	6			
Reserve Fund	19,000	0	0	30,798	0	6
PROFIT & LOSS ACCOUNT—				90,190		•
Amount brought forward from previous year	4,260	9	3			
Add Balance as per Profit & Loss Account being net profit for year to date	35,271	16	2			
Less Interim Dividend paid —	39,532	5	5			7.5
On Preference Shares £ 8,250 On Ordinary Shares 6,000	14,250	0	0	25,282	5	5
				£ 687,926	13	4

<sup>1.</sup> We have audited the above Balance Sheet and have obtained all the information and

36 Walbrook, London, E. C., }
11th November, 1909.

C. F. KEMP, SONS, & Co., Auditors.

<sup>2.</sup> We are of opinion that such Balance Sheet is properly drawn up so as to exhibit a information and explanations given to us and as shown by the books of the Company.

# BALANCE SHEET 31st August, 1909.

P	roperty & Ass	ets.		£	s.	đ.	£	s.	d.
Cash at Bank on	Current Acco	ounts £ 7,418	10 7						
On deposit		17,050	0 0	24,468	10	7			
In hand	uv	••••		2,287	4	10	26,755	15	5
Sundry Debtors, debts	less Reserve fo	or bad and doul 	otful				4,237	5	7
Stock at or under Company's Off		ertificates of th					175,301	0	1
Freehold, Copyho	old and Leasel	old Premises,		Aurtin					
Fittings, Fixtu		n 31st August, as since made	1908,	209,344	6	1			
Less written off Less written of Shop			re-	5,240	5	5			
Goodwill			<b></b>				204,104 275,072	16	8 6
Rent, Rates and advance	Taxes, Insura	nce &c., paid	in				2,455	15	1
							1111111		*
							£ 687,926	13	4

explanations we have required.

true and correct view of the state of the Company's affairs according to the best of our

G. W. BALFOUR, H. G. CLARKSON, Directors.

#### EXERCISE 76.

Set out the following statement of Profit and Loss Account on two separate sheets, so that the items may match.

THE TATA HYDRO-ELECTRIC POWER SUPPLY COMPANY, LIMITED. Statement of Profit and Loss Account for the year ended 30th June 1926.

Dr.								
					Rs.	A.	P.	
	To	Operation Charges		••••	6,59,785	6	7	
	"	Interest on Debenture Loan	••••	••••	5,72,542	4	5	
	"	Interest (General)	••••	****	4,80,781	2	6	
	"	Directors' Fees	••••		6,240	0	0	
	"	Auditors' Fees			3,500	0	0	
	,, General Expenses including Office Establishment Salaries, Postal and Telegraphic Charges, Printing and Stationery							
		Charges, etc		••••	97,772	3	4	
	"	Agents' Commission			1,48,892	13	6	
	22	Income Tax and Super-Tax (1925-1926)	••••		1,38,487	6	4	
	27	Depreciation on Buildings, Plant, Machin	ery etc.	••••	7,00,000	0	0	
	22	Depreciation on Investments	anne di		1,35,000	0	0	
	"	Expenditure on Special Works written of	(Part of					
		Rs. 4,82,301—14—4)			1,20,575	14	4	
							-	
					30,63,577	3	0	
	"	Balance		****	19,82,934	5	4	
					-			
			Total Rupees		50,46,511	8	4	
	TO-						Cr.	
	ъу	Charges for Electrical Power Supplied	0000	••••	43,57,186	3	4	
	"	Rentals on Plant and Equipment	e io	••••	99,517	9	4	
	"	Interest, etc.,	9933	••••	5,24,221	11	8	
	"	Commission payable to the Company, for	the year ended					
		30th June 1925	••••	••••	50,000	0	0	
	22	Share and Debenture Transfer Fees	••••	••••	5,086	0	0	
	22	Dividend on Shares			10,500	0	0	
			Total Rupees		50,46,511	8	4	

We hereby certify that the above is a true and correct account of Profit and Loss for the year ended 30th June 1926.

EXERCISE 77.

# THE EMPIRE OF INDIA LIFE ASSURANCE COMPANY, LIMITED

ASSETS. Balance Sheet on the 28th February 1927. LIABILITIES.

000 0 0 12 Pi 70 0 2,95,09,069 14 28,847 20,000 32,500 1,00,000 85,000 2,91,42,722 1,00,000 Bs. Cash in hand and on current account Rs. 1,00,000 4% Rangoon Port Trust " 1,00,000 4% Rangoon Municipal " 1,00,000 4% Calcutta Municipal Assets of Life Assurance Fund as per separate Balance Sheet Printing and Stationery Furniture and Safes Debentures Debentures Debentures A. P. 0 10 口 0 2,95,09,069 14 10 4,107 18,164 1,03,000 2,41,037 2,91,42,722 Rs. RB. 0 9 **C**4 0 13 12,29,928 2,22,912 18,125 2,79,12,793 Guarantee claims intimated Shareholders' Bonus Fund Unclaimed Dividends Guarantee Assurance Shareholders' Capita Investment Reserve lities of Life As-Outstanding Liabi surance Fund but not paid Life Assurance paid up Fund

1. that no part of any Fund has been applied, directly or indirectly for any purpose other than the class of business to which it is applicable.

the Stock Exchange Securities have been taken at or below the market rates on 28th February 1927 but in no case has any security been valued at a price above its redemption value and in our belief the assets set forth in the Balance Sheet in the aggregate exceed the value stated therein.

R. K. C. Chairman.

the Securities and other vouchers and are satisfied as to their correctness. In our opinion the Balance Sheets are drawn up in conformity with the law and they exhibit a true and correct view of the state of the Company's affairs the information and explanations we have required. We have personally verified the whole of the Investments with The provisions of the Indian Life Assurance Companies' Rules 1919, so far as they affect the accounts, have been We have examined the above Balance Sheet with the books and vouchers of the Company and have obtained all according to the best of our information and the explanations given to us and as shown by the books of the Company. A. B. & Co., Managers. complied with

Bombay, 26th April, 1927.

INCORPORATED ACCOUNTANTS, AUDITORS

#### EXERCISE 79.

# PARTS 1 & 2 NOW OUT

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by

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Monday, March 24.

"Indian Industrial Expansion"

by

SIR C. EARNEST LEE, K.C.I.E., I.C.S. (Retd.)

Monday, April 7.

"Indian Trade."

by

H. A. LINDSAY, ESQ., C.B.E., I.C.S. (Indian Trade Commissioner)

Monday, April 14.

"Indian Currency & Finance."

by

LORD MESTON, K.C.S.I., LL.D., I.C.S., (Retd.)

Lectures will be open to the public FREE and without ticket.

#### EXERCISE 81.

\*BIUTILIS\*BIUTILIS \* BIUTILIS \* BIUTILIS \* BIUTILIS \* BIUTILIS \* BIUTILIS \* I I WHO SAID? U U T BEAUTY IS SKIN DEEP" I Even a deep skinned individual can be beautiful. I S S You can LOOK at your BEST when you regularly use B B I BIUTILIS U I BIUTILIS is a skin Cream. By its application the skin becomes soft and L smooth like velvet. The ugly shining oily appearance is removed I I and a fine radiant matty lustre is produced. Try it. You will S realise the truth of the above statement. No need to des-B pair. Beauty is in your own hands.

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TOILETS MANUFACTURING Co., CHITTOOR.

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#### EXERCISE 83.

# THE CHITTOOR MOTOR TRANSPORT COMPANY, LIMITED.

(Incorporated under the Indian Companies Act, 1913.)

## AUTHORISED CAPITAL Rs. 2,00,000.

Divided into 5,000 Preference shares of Rs. 10 each and 15,000 Ordinary Shares of Rs. 10 each.

The Preference shares entitle the holders thereof to a dividend of 1% more than of Ordinary Shares.

#### PAYABLE AS TO

Rs. 2/8 per Share on Application, Rs. 2/8 per Share on Allotment, and the balance of Rs. 5 per Share will be called up as and when required in instalments of not more than Rs. 2/8 per share at intervals of at least two months between calls.

#### DIRECTORS.

MOHAMED AMEEN KHALEELI Esq., B. Sc. (Eng) Electrical Engineer, 36, Angappa Naick Street, G. T., Madras ....

J. Krishna Rao Esq., B.A., B.L., Vakil, Chittoor ....

... (Vice-Chairman.)
(Ex-Officio Director.)

- C. P. SARATHY MUDALIAR Esq., Merchant, Chittoor
- P. N. SUNDARA RAMAN, Esq., M. A., Electrical Engineer, No. 4, Oliver Road, Mylapore, Madras.
- P. VENKATA NARASIMHULU CHETTY Esq., Merchant & Banker, Pallipet.

#### BANKERS.

THE IMPERIAL BANK OF INDIA, Madras.

THE QUILON BANK, Ltd., Vellore.

THE MADRAS PROVINCIAL CO-OPERATIVE BANK, Ltd., Madras.

THE INDIAN BANK, Ltd., Madras.

THE CHITTOOR DT. CO-OPERATIVE CENTRAL BANK, Ltd., Chittoor.

#### AUDITORS.

Messrs. Brahmayya & Co., Incorporated Accountants & Auditors.

#### MANAGING AGENTS.

C. P. SARATHY Esq., Representing Messrs. C. P. SARATHY & Bros.

#### SOLICITOR

D. MUNIKANNAYYA Esq., B. A., B. L., Advocate, Chittoor.

#### DISPLAY WORK.

#### EXERCISE 84.

## Q. Display effectively the following:-

A claim proved once again at the November 1927 Intermediate and Final "Society" Examinations Newhall College full course students obtained over 90% of passes and an honours place at the Final Examination. Moreover at 8 recent "Institute" and "Society" Examinations all Newhall College full course students were successful. The average of passes from the foundation of the college to date, from 1922 to November 1927 is over 90%. The Vital factor in coaching efficiency is individual tuition. Write to-day for prospectus etc. to Newhall College, Temple Chambers, Broad Street, Birmingham.

#### EXERCISE 85.

Pickles Chutneys and Morabas Luscious lovely names! Yes! You can manufacture them at your home and carry on a roaring sale in your local market. Elaborate processes and well-tried formulæ given by a specialist in simple English in the 2nd enlarged Edition of Manufacture of Indian Pickles, Chutneys and Morabas". Price Rs. 1—8—0 only. Apply to the Industry Book Depot Shambazaar Culcutta.

#### EXERCISE 86.

Memorandum of Second Appeal (under Order XLII Rule I, Civil Procedure Code.) In the Court of the District Munsif of Bapatla (Additional) Original Suit No. 478/27. In the court of the Subordinate Judge of Tenali, Appeal No. 3 of 1931 (A. S. No. 166 of S. C. Bapatla). In the High Court of Judicature at Madras. S. A. No. 305 of 1922. Between Yarlagadda Subbayya, son of Lakshmayya, residing at Karanchedu (Defendant in the First Court, Appellant in the Lower Court, Appellant in the High Court) and Pothina Appanna, son of Pullayya (Plaintiff in the First Court, Respondent in the Lower Court, Respondent in the High Court.)

#### EXERCISE 87.

The Big Surprises in Film world Prakash's RED LETTER featuring Miss Panna with Alaknanda, Rajkumar, Esmail and Sangeet's TALASH-E-HAQ featuring Jaddan Bai, Baby Rani, Yakub, Pande and an all star cast Sagar's SILVER KING featuring Sabita Devi, Moti Lal with galaxy of Sagar's Stars. Please apply to India Talkie Distributors Chandni Chowk, Delhi.

#### Questions.

- 1. What is a tabulator? Name the different kinds of tabulators in use and state their main points of difference.
- 2. What preliminary steps should be taken before beginning to type tabular statements?
- 3. What are "Leader lines," and for what purpose are they used? Why should they be used sparingly in typewriting?
- 4. How would you type a balance sheet if a brief size machine were not available.
- 5. What is meant by display in typewriting? What rule would you observe with regard to line spacing after titles and sub-titles and disposition of the matter over the paper.

#### CHAPTER VI.

# GOVERNMENT ORDERS.

These are the rules and regulations issued by the Government for the procedure and guidance of the several departments under its control. These orders including the proceedings, notifications, etc. are published in the Government Gazettes and are also communicated separately to the parties concerned.

The headings should be properly centered and displayed by leaving judicious space between them. The order numbers and other important items should be underlined. Single-line spacing may be used for short orders and proceedings. A margin of 15 degrees should be used on the left-hand side. Marginal notes when necessary, should be inserted in the margin by using the Marginal Release Lever. The name of Secretary, or other officer signing the order should be typed in capitals, and his designation in small letters with capitals for the initial letters of chief words.

The parties to whom the G. O. is communicated is printed closely in small letters at the foot of the Government Order. But as such types are not available to the typist, he should type in the ordinary way, using single-line spacing and commencing from the left-hand margin.

The following specimens of the Government orders should be carefully studied and typed.

#### EXERCISE 88.

#### FINANCE DEPARTMENT.

#### NOTIFICATION.

FORT ST. GEORGE, JANUARY 24, 1933.

No. 7. — The following notification of the Government of India is republished:—
FINANCE DEPARTMENT.

No. F. 3 (1 C) F. 33.

New Delhi, the 24th January 1933.

## GOVERNMENT OF INDIA 6 PER CENT BONDS, 1933-36.

Notice of Repayment.

Under the terms of the Government of India, Finance Department, Notification No. F.3 (XI)-F/30, dated the 23rd July 1930, the Government of India have the right to redeem the whole of the 6 per cent Bonds, 1933-36, or any part of them at par, on or after the 15th August 1933, on giving three calender months' notice in the Gazette of India. The Government of India notify accordingly that the whole of the 6 per cent Bonds, 1933-36, will be repaid at par on the 15th August 1933 with all interest due up to date. Interest will not accrue on the Bonds from and after the 15th August 1933.

(By order of the Governor General in Council)

A. A. L. PARSONS, Secretary to the Government of India.

#### GOVERNMENT ORDERS.

#### EXERCISE 89.

#### GOVERNMENT OF MADRAS.

LOCAL SELF-GOVERNMENT DEPARTMENT.
(Public Health)

--:0:--

G.O. No. 2156, P.H., 28th September 1933.

Medical institutions - Nomenclature of various kinds of institutions - Orders passed.

#### Order No. 2156, P.H., dated 28th September 1933.

The Surgeon-General reports that the use of the term 'Alo-pathic' to distinguish institutions of Western Medicine is objectionable and inappropriate. The Government have therefore decided that the term should not be used in the above sense in official correspondence.

The terms 'hospitals' and 'dispensaries' when used without any qualifying epithet indicating the system of Medicine in vogue should be taken to refer only to institutions of Western Medicine. If institutions of any other systems of Medicine are to be referred to, the necessary qualifying words should be used such as Ayurvedic hospitals or dispensaries, Siddha hospitals, Homeopathic hospitals, etc.

The term 'rural dispensaries' as used at present in official correspondence refers only to the dispensaries started under the scheme sanctioned in G.O. No. 1522, P.H., dated 22nd October 1924. The Government have decided that the terms should continue to be used in the above sense. The term when used without any qualifying epithet such as Ayurvedic or Siddha will referonly to institutions of Western Medicine. If such institutions (whether of Western medicine or Indian medicine) are subsidised by the Government, they should be referred to as 'subsidised rural dispensaries' and the words Ayurvedic, Unani, etc. as the case may be should be added if the institutions are not of Western Medicine.

(By order of the Government, Ministry of Local Self-Government)

S. G. SENGODATYAN, Deputy Secretary to Government.

To the Surgeon-General.

- ,, all Presidents of District Boards.
- ,, ,, ,, Taluk Boards.
- ,, ,, Collectors.
- ,, ,, Chairmen of Municipal Councils.

(Key to MS. Ex. 49 p. 38).

#### EXERCISE 90.

# Fort St. George, September 18, 1928. (G.O. Mis. No. 795, Public)

--:0:--

No. 374.--The following Notification of the Government of India is republished:--

#### HOME DEPARTMENT. ESTABLISHMENTS.

#### Simla, 23rd August 1928.

No. F-315/28.--The following resolution passed by the Secretary of State for India in Council is published for general information:—

In exercise of the powers conferred by sub-section (2) of section 96-B of the Government of India Act, the Secretary of State for India in Council, with the concurrence of a majority of votes at a meeting of the Council of India held this 15th day of August 1928, hereby makes the following further amendment to the Premature Retirement Rules, namely:—

After rule 13 of the said rules, the following rule shall be inserted, namely:—

- "14 (1) An Officer who is a subscriber, under section II of the Superior Services (India) Family Pension Fund Rules and who retires with a pension under the Premature Retirement Rules may adopt, at his option, one of the following methods of retaining for his wife and children benefits admissible under the Fund Rules, namely:—
- (a) He may cease to make any contributions under the rules, and shall then retain only the right to a proportion of the contingent benefits under the rules for his wife and children existing on the date of retirement, and for any children subsequently born to that wife. This proportion shall be equal to the number of completed years during which he has subscribed divided by 25.
- (b) He may continue until the expiration of 25 years from the date on which he became a subscriber to make contributions under the rules at the rates which would have been payable by him from time to time had he remained in the Service. In that case he shall retain the full benefits admissible under the rules as if he had remained in the Service.

Provided that, in the event of the officer failing to notify within three months of the date of his retirement the method selected by him he shall be deemed to have elected the first of the above methods.

(2) The Secretary of State in Council shall make good to the Superior Services (India) Family Pension Fund under a suitable procedure any loss which may be estimated to be thrown upon it by the operation of this rule.

(Key to MS. Ex. 51 p. 40.)

#### GOVERNMENT ORDERS.

#### EXERCISE 91.

# Government si of Madras.

PUBLIC (MILITARY) DEPARTMENT.

G. O. No. 984, 25TH NOVEMBER 1933.

Military — Indian Military Academy and the Royal Air Force College, Carnwell — Examination to be held in March/April 1934 — Rules, etc. — published.

READ — the following paper:—

From the Secretary, Public Service Commission (India), No. F. 97/33-E, dated 17th November, 1933.

## Order - No. 984, Public (Military), dated 25th November, 1933.

The Government of India, Army Department Resolution No. 644, dated the 4th November, 1933, on the subject of the rules for the concurrent examination to be held in March-April, 1924 for admission to the Indian Military Academy or to the Royal Air Force College Carnwell the notice dated the 30th October, 1933 issued by the Public Service Commission regarding the examination, the syllabus of subjects for the examination and forms of application etc., appended to these proceedings will be published in the next issue of the Fort St. George Gazette.

- 2. The Director of Public Instruction is asked to obtain direct from the Superintendent, Government Press, and distribute the requisite number of copies of the resolution, notice, etc., among the heads of all important educational institutions in this Presidency.
- 3. Applications, which should be in the prescribed form, from candidates belonging to this Presidency should be addressed to the Chief Secretary to the Government of Madras, Fort St. George, and forwarded through the Collector of the district in which the candidate resides.
- 4. Every application which the Collector forwards to the Chief Secretary should be accompanied by the attestation form (copies enclosed) duly filled in. The Collectors are requested to give their particular attention to the directions contained in the attestation form and in G. O. No. 499, Public (Military), dated 15th June, 1933.

(By order of the Governor in Council)

G. T. H. BRACKEN, Chief Secretary.

To the Superintendent, Government Press, (paragraph 1 only), for publication in the Fort St. George Gazette (with enclosure). To the Director of Public Instruction (paragraph 1-3 only).

To all Collectors (with 5 copies of attestation form).

To the Private Secretary to His Excellency the Governor (with 5 copies of attestation form.)

EXERCISE 92.

# Commissioner of Excise, Madras.

## \_\_\_\_\_

# Proceedings R. No. 4, Press, 21st April 1932.

Budget — 6. Excise — grant for 1932–1933 — Distribution among Subordinate Controlling Officers.

# E. F. THOMAS, Esq., C. I. E., I. C. S.,

Acting Second Member, Board of Revenue and Commissioner of Excise.

Proceedings — R. No. 4, Press, 21st April, 1932.

Statements showing the distribution by districts, sub-divisons and offices of the lump grants assigned for expenditure under certain units under "6. Excise" are forwarded to all subordinate controlling officers.

- 2. Assistant Commissioners are requested to distribute the amounts shown against their sub-divisions in statement II among the circles in their control and send copies of their distribution statements to this office. They are requested to hold in reserve, out of the amounts placed at their disposal, adequate provision to meet further appropriations and re-appropriations required by Inspectors.
- 3. Any expenditure in excess of the sanctioned appropriation should not be incurred without the Commissioner's sanction and an application for sanction of such additional expenditure should be supported by strong reasons.
- 4. An annexure showing the accounts classification of each item of expenditure is communicated to all officers for information. They should see that the correct classifications are entered on the bills presented by them at the treasury and on invoices countersigned by them.

(True copy)

E. BRITO, Secretary.

To the Deputy Commissioners and all Assistant Commissioners including Assistant Commissioner of Distilleries

" all Collectors, all Inspectors including Inspector, Southern Distillery Circle. " the Assistant Inspector, Excise Intelligence Bureau.

" the Ganja Special Botanist.

" the Agents to the Governor in Ganjam and Vizagapatam.

" the Government Agent, East Godavari.

" the Special Assistant agent, Balliguda.

" all Tahsildars and Deputy Tahsildars. Copy to the Accountant-General, Madras.

#### GOVERNMENT ORDERS.

EXERCISE 93.

# Government zer of Madras.

# LOCAL SELF-GOVERNMENT DEPARTMENT. (Public Health)

# G.O. No. 630, P.H., 16th March 1933.

Licence - Levy of licence fees on dangerous and offensive trades by local bodies-Principles to be observed — Instructions issued.

#### Order - No. P.H., dated 16th March 1933.

The Government have received complaints about the disproportionately high rates of licence fees levied by local boards and municipal councils for dangerous and offensive trades. The decisions of the High Court of Judicature at Madras clearly lay down that licence fees shall not be levied merely in order to raise revenue but must bear some relation to the expenditure involved in licensing and supervising particular trades and occupations. The Government, therefore, consider that the scale of fees should be so fixed that they merely cover in general (1) the cost of issuing the licences, (2) the cost of inspecting the premises to see whether they are suitable for the purpose proposed, and (3) the subsequent cost of inspecting the premises to see that they are being used properly and that the conditions and restrictions imposed are observed. All local boards and municipal councils are accordingly requested to revise wherever necessary the scales of licence fees levied by them on dangerous and offensive trades so as to conform to the principles enunciated above.

(By order of the Government, Ministry of Local-Self Government).

S. G. SENGODAIYAN, Deputy Secretary to Government.

To all Chairmen of Municipal Councils.

- " all Presidents of District Boards.
- " all Presidents of Taluk Boards.
- " all Collectors.
- " the Director of Public Health.
- " the Mayor, Corporation of Madras.
- " the Inspector of Municipal Councils and Local Boards (for publication in monthly bulletin).
- " the Examiner of Local Fund accounts.
- Messrs. King and Partridge, Solicitors, 7 Kondi Chetty Street, Madras.

#### EXERCISE 94.

# Government of his highness the Maharaja of Mysore. General and revenue departments.

G. O. No. G. 7348-54 - P. H. 49-34-4, dated 31st January - 1st February 1935.

Co-operative programme for the Control of Malaria and Guinea worm disease in the State.

Passes orders on the -

READ-

Correspondence ending with letter No. C. 594, dated 27th December 1934, from the Director of Health forwarding for approval, a co-operative programme for the control of malaria and guinea worm disease in the State ORDER No. G. 7348-54 — P. H. 49-34-4, DATED BANGALORE,

THE 31ST JANUARY - 1ST FEBRUARY 1935.

The Director of Health in his letter dated 22nd November 1934, brought to the notice of Government, the necessity for the working out of certain plans of Health work in the State on a co-operative basis between the Government and the Rockefeller Foundation, one of the items considered being the combating of Malaria in the Irwin Canal area and Guinea Worm disease in the Chitaldrug District.

- 2. The co-operative programme on the above matter suggested by Dr. W. C. Sweet, and received from the Director of Health with his letter dated 23rd November, is as follows:—
- (a) This Government should agree to provide—(i) housing and transport facilities to the Honorary Consultant in Health. He should also be exempted from income-tax and motor tolls on the Mysore roads;
- (ii) funds not exceeding Rs. 15,000 for Malaria control in ten villages of the Irwin Canal area and Guinea Worm studies in the Chitaldrug District;
- (iii) funds for the continuation of the Malaria control in the Irwin Canal area at least till 1st July 1938, the entire cost being borne by Government after 31st December 1935.

The continuation of the scheme after 1935 in regard to the other items of programme to be considered later.

- (b) The International Health Division of the Rockefeller Foundation to agree to
  - (i) provide the part-time services of an Honorary Consultant in Health;
  - (ii) provide a maximum of Rs. 4,500 to carry on studies in non-malarious area;
- (iii) pay Rs. 10,500 towards the co-operative budget, the amount being made available to Government on or before 15th June 1935.
- 3. Government agree to the terms of the above agreement. It is reported in the letter dated 27th December 1934, from the Director of Health, that the Rockefeller Foundation have also approved of the budget. The co-operative budget, as agreed to and approved, is appended to this order.

S. ABDUL WAJID, Secretary to Government, General Department.

To-The Director of Health.

Dr. W. C. Sweet, B.Sc., M.D., Consultant in Health, through the Director of Health,

The Chief Engineer, Krishnarajasagara Works.

The Comptroller to Government, through the Financial Secretariat.

The Secretary, Central Recruitment Board. The Deputy Commissioner, Mysore District.

The President, District, Board, Mysore, through the Deputy Commissioner, Mysore District.

#### GOVERNMENT ORDERS.

Typewrite the following Notifications in proper form, correcting Mistakes, Mis-Spellings, Punctuating and Paragraphing where necessary.

#### EXERCISE 95.

Government of Madras. Public works department. Read—the following papers:—
I. G. O. No. 1319—W, dated 13th November 1909. 1I. Letter — from P. R. Allen, Esq., M.I.C.E., Superintending Engineer, III Circle. To — the Chief Engineer, Public Works Department. Dated — Camp Anantapur, the 20th December 1909. No. 7884. I have the honour to inquire whether the instructions conveyed in G. O. No. 1319-W., dated 13th November 1909, govern cases in which sites have already been selected, and whether the composition of the Committee, as laid down in the order, is rigid, or whether the elasticity contemplated in the Government of India's Resolution is permitted in special cases. Order No. 143—W., dated 21st February 1910. The Superintending Engineer will be informed that the instructions contained in the Government Order read above do not apply to cases in which sites have already been selected, and that the composition of the Site Committee is subject to the variation contemplated in the Government of India's letter No. 2238—B., dated 12th December 1908, when the site is located in an outlying station. True Extract F. J. Wilson, Secretary to Government.

#### EXERCISE 96.

#### NOTICE.

Government of Madras Pub. (Servises) department. (typewriteing qualification for clarks in Government offises) The attension of prospective candidates for emploiment in klerikal posts under the govt. of madras is drawn to the fact that under the statutory rools governing rekrutment to such posts know person will be elijeble to be considered for appointment as clark after the 1st Jan. 35 unles he has past the govt. spl. test in typwriteing by the higher grade are by the lower grade at an examinancion held after the 1st January 1933. 2. In 1934 the madras servises commition will not include in its list of selected candidates who have not past the typewritting examinasion unles it is imposible to sellect a adequate number of the candidates who have passed it. Candidattes who have not qualifide in typwriting will not be included in the comitions list of approved candidates unless they qualify before the end of 1934; and these candidates will get no chance of appointment, even if they require the typewriting qualification untill after those who have qualified themselves before appearing for the Commission's examination. 3. Persons who vish to take up clarical appointments under the government of Madras should therefore aquire typewriting qualification without delay. Examinasions in typewriting are held quarterly in January, April, July and October. Further particulars regarding these examinations may be obtained from the Secretary to the Comicioner for governmente xamination.

Fort St. George, March 27, 1934.

(Sd.) G. T. BOAG, Addl. Secretary to Govt.

## CHAPTER VII.

# SPECIFICATIONS AND LEGAL DOCUMENTS.

#### SPECIFICATIONS.

A specification is a detailed account of say, certain goods required, or work to be performed as supplied to contractors or others, so that they may estimate the cost of the same. Specifications are usually typed on foolscap paper. Short specifications are typed in double-line spacing, the body commencing at 25 degrees and the marginal headings at 10. Marginal Release Lever should be used for typing the marginal headings. The headings are usually written in capitals, spaced or otherwise as occasion requires, and may also be underlined.

#### LEGAL DOCUMENTS.

Legal Documents consist of Agreements, Wills, Indentures, Plaints, Affidavits, etc. In some cases a "Brief" size typewriter is employed for legal work where draft or brief size paper is used. In the absence of such machines, foolscap size machines may be used. As permanency of the document is essential thick paper and a black record ribbon, the colour of which is non-fading, are preferable. Punctuation signs are usually not profusely employed in legal documents. The names of parties and other important words such as AGREEMENT, INDENTURE, NOW THIS INDENTURE WITNESSETH, AND, DOTH, WHEREAS, THAT, BETWEEN, TOGETHER, etc., are typed in capitals. There should be no abbreviations, and no division of words at line-ends, and all numbers should be expressed in words. Erasures should be scrupulously avoided in legal documents. Double spacing is most commonly used on account of its clearness, but treble spacing is sometimes used.

Legal documents and specifications are generally folded for convenience in handling and endorsed on the back with title of the document, name of Attorney, etc., written upon them. After typing the document, fold it so that the lower edge meets the upper edge; then double the paper again, thus dividing into four equal parts. Now type the endorsement on the last or right-hand section.

The endorsement for the exercise on the next page should be typed as	s follows:—
--	-------------

1935.	្ត	・ で ・ ・ ・ で	Z H
June,	JAMSHID RUSTUMJI	CHANDRALAL	E E M E . for
1 24th	IID RU		A H H N
Dated	JAMSE	BABU	A

#### LEGAL DOCUMENTS.

#### EXERCISE 97.

A G R E E M E N T made the twenty-fourth day of June one thousand nine hundred and thirty five B E T W E E N JAMSHID RUSTUMJI residing at Rishi Valley Madanapalle (hereinafter called the "Landlord") of the one part and BABU CHANDRALAL residing at Cox Town Bangalore (hereinafter called the "Tenant") of the other part WHEREBY it is agreed between the parties as follows:

- 1. THE Landlord will let and the Tenant will take ALL THAT dwellings situate and being number 250 College Road Madanapalle in the Sub-Registration District of Madanapalle and Registration District of Chittoor—Cuddapah for all the household furniture and things now being in and about the said dwellings belonging to the landlord and specified in an inventory which has been drawn up in duplicate and dated this day and signed by both parties at the yearly rent of Rupees Six hundreds payable quarterly on the usual quarter days the first payment to be made on the twenty-fourth day of September one thousand nine hundred and thirty five
- 2. THE Tenant agrees to pay the said rent on the days and in the manner aforesaid
- 3. HE will also keep the furniture and things clean in good order and condition and also the internal part of the said dwellings and in such order and condition deliver the same upon the termination of the tenancy
- 4. HE will also allow the Landlord at all reasonable times to enter upon the said premises and inspect the same
- 5. HE will not without the consent of the Landlord underlet the said premises or any part thereof
  - 6. THE Landlord will keep the walls roofs and external parts of

the said premises in good order and repair during the said term and will forthwith upon written demand by the tenant replace with articles of equivalent quality any such of the said furniture as shall during the said term become damaged or unfit or unsuitable for use

AS WITNESS the hands of the said parties the day and year first above written SIGNED by the said in the presence of SIGNED by the Tenant in the presence of EXERCISE 98. Typewrite the following Memorandum of Agreement correctly filling in the necessary particulars. MEMORANDUM OF AGREEMENT made and entered into this fifteenth day of February one thousand nine hundred and thirty five between ...... son of resident of ...... (hereinafter called the Vendor) of the one part Purchaser) of the other part THE said ...... hereby agrees to sell and the said ...... agrees to purchase all that two-storeyed brick-built messuage or dwelling-house described in the schedule hereto annexed held by lease dated the ...... day of ...... for the unexpired residue of a term of ...... years computed from the day of ...... subject to the yearly rent of Rupees ...... and to the covenants and conditions contained in the lease and on the lessee's part to be observed and performed at the price of Rupees ...... to be paid as follows that is to say the sum of Rupees ...... as earnest-money immediately upon the signing of this agreement, and the residue thereof at the completion of the purchase And also the purchase shall be completed on the ......day of ...... at the office of Mr. ..... the Vendor's Solicitor and the Purchaser shall then have possession of the said premises all out-goings up to that time being cleared by the Vendor If the purchase shall not be completed on the ...... day of ..... next the Purchaser shall pay to the Vendor interest on the purchase-money at the rate of nine per cent per annum from that day until the completion of the purchase In Witness whereof the said parties to this agreement hereinbefore mentioned have hereunto set their hands the day and year above mentioned (Signed)

### LEGAL DOCUMENTS.

### EXERCISE 99.

THIS INDENTURE made the first day of May one thousand nine hundred and thirty five BETWEEN KRISHNALAL of Sulthanpet of the one part and GULABCHAND of Jehangirpet of the other part WIT-NESSETH that for the consideration of the sum of Rupees five thousands only to the said Krishnalal this day paid by the said Gulabchand (the receipt whereof the said Krishnalal doth hereby acknowledge) he the said Krishnalal doth hereby assign unto the said Gulabchand his executors administrators and assigns all that policy of assurance on the life of him the said Krishnalal granted by the Victory Life Insurance Company dated the fifth day of July 1930 numbered 54023 B for the sum of Rupees five thousands and under the annual premium of Rupees two hundreds and all money assured or to become payable by or under the said policy and the full benefit thereof with power to give an effectual discharge for all moneys so assured or to become payable AND the said Krishnalal doth hereby covenant with the said Gulabchand that he the said Krishnalal shall not do or knowingly suffer anything to be done whereby the said policy may be rendered void or voidable or the said Gulabchand or his executors administrators or assigns may be prevented from receiving the said sum of Rupees five thousands or any bonus thereto or any part thereof respectively

IN WITNESS whereof I KRISHNALAL do hereby sign this deed on the first day of May one thousand nine hundred and thirty five at Sulthanpet

Witness to the signature of the Said Krishnalal

#### EXERCISE 100.

Set out the following Indenture effectively on a separate foolscap sheet:—

THIS INDENTURE made the Second day of June One thousand nine hundred and thirty five BETWEEN ISRAIL MARTIN resident of Tuticorin (hereinafter called the Mortgagor) of the one part and SAMUEL HERBERT resident of Trichinopoly (hereinafter called the Mortgagee) of the other part WITNESSETH that in consideration of the sum of Rupees Two thousands paid this day to the said Israil Martin by the said Samuel Herbert (the receipt whereof the said Israil Martin hereby acknowledges) the said Mortgagor hereby covenants to pay to the Mortgagee on the Second day of June next the sum of Rupees Two thousands with interest thereon in the meantime at the rate of twelve per cent per annum computed from the date of these presents and also so long after that date as any principal money remains due under these presents to pay to him interest thereon at the same rate by equal half-yearly payments on the Second day of December and Second day of June AND this indenture also witnesseth that for the consideration aforesaid the said Mortgagor hereby conveys unto the said Mortgagee all that two-storeyed brick-built messuage, tenement and dwelling-house together with the piece or parcel of land containing by estimation Six acres and Five cents be the same a little more or less being premises No. 120 Broad Street in the town of Tuticorin TO HOLD the same unto and to the use of the said Mortgagee in fee simple PROVIDED ALWAYS that upon payment by the said Mortgagor of the aforesaid sum of Rupees Two thousands with interest thereon at the said per cent on the Second day of June next according to the foregoing covenant in that behalf the said Mortgagee his heirs representatives and assigns shall at the request and cost of the said Mortgagor his heirs representatives and assigns re-convey unto him or them as he or they shall direct the said premises.

IN WITNESS whereof the said Mortgagor hath hereunto set and subscribed his hand and seal the day and year first above written.

SIGNED,	SEAL	ED A	ND	DE	LIVERI	ED
by the said	Israil	Martin	i in	the	presence	of
Witne	88					

#### SPECIFICATIONS.

#### EXERCISE 101.

SPECIFICATION of Works required to be
35
done in the Erection of a Wrought Iron Bridge
over the River and all other Works incidental
thereto, in a new road Running from Edmond
Town to Maiden Villa under the direction of

Mr. James Martine, M.Inst.,

Architect,

July, 1935.

Edmond Town.

-----

10 GENERAL CONDITIONS. The Bridge is to be built in the place of the foot-bridge now crossing the river, which is to be pulled down and removed by the builder.

STONEWORK.

All stone shall be Portland Stone, the blocks of the dimensions specified on the drawings. They shall be accurately squared, and set in a bed of Portland Cement. Holes to be drilled for receiving holding down bolts.

MORTAR.

All mortar used in the work is to be composed of fresh burned lime and clean sharp sand in the proportions of 3 measures of sand to 11 measures of lime.

RIVETTING AND BOLTS. All bolts and rivet holes are to be drilled and punched to the proper size. Heads of bolts and all nuts should be square.

GENERALLY.

All scaffolding, plant, sheds, workshops' tools, etc., necessary in and about the completion of the works are to be found by the Contractor at his own expense.

### EXERCISE 101(a).

Set out correctly the following specifications on a foolscap sheet.

SPECIFICATION of repairs to be done to the residence known as "THE ROSE COTTAGE", for Henry Smith, Esq. EXTERNAL.

Re-tile main roof where necessary with tiles of same description as previously used, leaving roof sound and water-tight; cleanse and repair all gutters and pipes; re-point brickwork at back and front of house; paint in two coats of good oil colour all wood and cement work previously painted; grain and varnish all parts previously grained and varnished; repair stucco work where defective.

INTERNAL.

FRONT BEDROOM Repair sash frames, provide new sash lines, glaze two squares; wash, stop, and whiten ceiling, paper walls with paper at 12 annas per piece, paint woodwork with two coats of good oil colour.

BACK BEDROOM Repair left hand window frame, cill and sash, and fix new sash fastening; repair flooring, provide and fix new lock to door; repair lock in cupboard door and fit new key; cut out and re-plaster defective portions of ceiling; wash stop and whiten ceiling, paint woodwork where painted before with two coats of good oil colour.

DRAWING ROOM

Repair frame of casement; ease revolving blind and provide pulley for same, repair and re-set stove; cut out and re-plaster defective portions of ceiling; wash, stop and whiten ceiling; re-paper walls with paper at 15 annas per piece; paint, grain and varnish as before.

GENERALLY

Wash stop and whiten ceilings of staircase landings and hall; re-paper hall with marble paper, sweep all flues, clear out all rubbish, clean windows scrub floors, and leave premises in good condition.

EXERCISE 101(b).

SPECIFICATION OF

BODY.

THE "CLYDE" PROJECTION LANTERN.

Large size Russian iron of first quality; with large size panelled door,

FRONT.

fitted with sight-hole in corner, with flashing shutter and fibre handle.

Open stage design in massive brass of first-class finish. The extension tubes are made from solid drawn brass tube and accurately fitted to ensure perfect rigidity and are mounted on a solid cast-brass cradle, which is divided in the centre to allow the use of the helical quick thread focussing screw for instantly adjusting the stage to any width of carrier, slide

block or experimental trough.

OBJECTIVE.

No. 3 Double Achrematic of heavy design with large back lenses of 2 inches diameter, double pinnion, inter-slot and flashing shutter.

CONDENSER. CASE.

1½ inches plano-convex compound, mounted in brass cells.

Russian iron with leather carrying handle, complete with cowl and et tray.

TILTER.

New patent design, giving a graduated rise to front of lantern up to 21 inches.

### CHAPTER VIII.

### MANUSCRIPTS & PROOF CORRECTION.

Manuscripts are hastily written rough documents containing abbreviations and interpolations. Greatest care should be exercised in typing from manuscripts, as much of the work of the typist in any office is mainly concerned with such work. The student should therefore learn the significations of several contractions and abbreviations used in manuscript.

Before commencing to type, read the manuscript thoroughly and endeavour to grasp its meaning. Difficult words should be deciphered with reference to their context. If a word cannot be read, leave out blanks for subsequent insertion but never insert a wrong word. Cultivate the habit of reading regularly from badly written and confused manuscripts. Care should be taken to observe correct spelling, proper line-spacing, punctuation and centering and effective display. All contractions should be typed out in full.

The following signs are generally used in the correction of manuscripts and also for revising printers' proofs: when a wrong word or letter appears in the proof, it is marked out and the proper word or letter written opposite in the nearest margin, right or left.

The signs used in revising manuscript or typescript:—

~	to	bring	letter	or	Worda	together.
~	00	ming	TOURT	OI	Words	nogentrer.

Rom. Change italic into Roman, (i. e., omit underscore in typing).

Ital. Change Roman into italic, (i. e., underline the words in typing).

^ Insert letter, word, sign or figure.

[, |, N.P., Commence in a new paragraph.

l.c. (Lower case) Change a capital into a small letter.

u.c. (Upper case) Change a small letter into a capital letter.

2 or del. delete letter, word, line, etc.

run on matter to follow on preceding matter.

rectify obliquely typed line.

stet. let a letter, line, etc., which has been altered by mistake to stand as it were before alteration.

the.

The contractions in manuscripts are formed as follows:—

- n. slightly raised above the line is used to represent the termination 'tion' eg., poss<sup>n.</sup> = possession, applica<sup>n</sup> = application.
- g. (above the line) is used for 'ing' as, reads coms meets.
- m' is used for the termination 'ment' as commencemt.
- r. (above the line) for ever, eg., wherr, which.
- ce. (above the line) 'ance' or 'nce' e.g., impce.

Other contractions are formed by writing the first two or three letters in a word, or by a medial omission of certain letters in a word.

The student is advised to study carefully the list of abbreviations given below and learn how the contractions are formed.

# ABBREVIATIONS.

		MDDI	EVIATIONS.		
-	A	B/L B, S.	Bill of Lading Balance Sheet	Gum div.	With dividend Currency
@	at the rate of	B/S	Bill of Sale		
Al.	First class, first	Brl.	Barrel		~ D
	quality	Bros.	Brothers		
Abstț	Abstract	Brt.	Brought	D.	five hundred
a/c	account	Bt.	Bought	Dbt.	Debit
A/C	Account Current	Btn.	Between	Deb.	Debenture
A/d	After date			Decd.	Deceased
Admor.	Administrator		C	Decln.	Declaration
Advt.	Advertisement			Defce.	Defence
Afft.	Affidavit	C.	Cent, a hundred	Deft.	Defendant
Agrmt.	Agreement	c/d	carried down	Dely.	Delivery
Agst.	Against	Cert.	Certificate	Diffy.	Difficulty
Amt.	Amount	c/f	carried forward	Dis.	Discount
Anor.	Another	c. i. f.	Cost, insurance	Do.	Ditto, the same
Appx.	Appendix		and freight	D/O	Delivery Order
A/S	Account Sales	eld.	cleared	Dr.	Debtor, Doctor
Asst.	Assistant	Chq.	Cheque	Dwt.	Penny weight
Aug.	August	clo	care of	Doz.	Dozen
Authy.	Authority	Co.	Company		
Av.	Average	Comn.	Commission		E
	В	Collr.	Collector		
	D	Compln.	Completion	e.g.	for example
Bal.	Balance	Ctge.	Cartage	E.&O.E.	
B/E	Bill of Exchange	Cwt.	Hundredweight		sions excepted

### ABBREVIATIONS.

Encl.	Enclosure	in.	inch	MSS.	Manuscripts
Estd.	Established	Indre.	Indenture	Mtgee.	Mortgagee
Esq.	Esquire	Intt.	Interest	Mme.	Madame
Etc.	et cetera, and the	Inst.	Instant—of the		
	rest		present month		N
Evdce.	Evidence	Ins.	Insurance		
Ex div.	without dividend	Inv.	Invoice	N. B.	Nota Bene, mark
Exd.	Examined	Ital.	Italics		well
Exps.	Expenses		The state of the s	Necy.	Necessary
	The state of the state of		mada Maria	Neg.	Negative
	F			Net.	Lowest
		J/A	Joint Account	No.	Number
Fo.	Folio	Jan.	January	Nov.	November
f.o.b.	Free on board	Jour.	Journal	10000	
f.o.r.	Free on rail	Judre.	Judicature		0
fig.	Figures	Jun.	Junior		
Frt.	Freight	Jurisdn.	Jurisdiction	0/&	on account
F'ture	Furniture			Objn.	Objection
Fwd.	Forward		K	Obdt.	Obedient
				O/K	In correct form
	G	Kg., Kilo.	Kilogramme	0/c	Over charge
644		Kt.	Knight	O/s	Outstanding.
G/A	General Average		7 1 4 5	Oz.	Ounce
	(10 llon				
Gall.	Gallon		L L		THE PARTY OF THE P
Gaz:	Gazette		L		P
Gaz: Gen.	Gazette General	lb.	pound in weight	D.	
Gaz:	Gazette General Gentlemen,	L/C	pound in weight Letter of credit	p.	page
Gaz: Gen. Gent.	Gazette General Gentlemen, Gentleman		pound in weight	pp.	page pages
Gaz: Gen. Gent.	Gazette General Gentlemen, Gentleman Government	L/C	pound in weight Letter of credit	pp. P/A	page pages Power of Attorney
Gaz: Gen. Gent. Govt. Gr. Wt.	Gazette General Gentlemen, Gentleman Government Gross Weight	L/C	pound in weight Letter of credit Life Insurance	pp. P/A Par.	page pages Power of Attorney Paragraph
Gaz: Gen. Gent.	Gazette General Gentlemen, Gentleman Government	L/C L. I. P.	pound in weight Letter of credit Life Insurance Policy	pp. P/A Par. Pcl.	page pages Power of Attorney Paragraph Parcel
Gaz: Gen. Gent. Govt. Gr. Wt.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme	L/C L. I. P.	pound in weight Letter of credit Life Insurance Policy Libra, Pounds	pp. P/A Par. Pcl. Pcs.	page pages Power of Attorney Paragraph Parcel Pieces
Gaz: Gen. Gent. Govt. Gr. Wt.	Gazette General Gentlemen, Gentleman Government Gross Weight	L/C L. I. P.	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling)	pp. P/A Par. Pcl. Pcs. pd.	page pages Power of Attorney Paragraph Parcel Pieces Paid
Gaz: Gen. Gent. Govt. Gr. Wt.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme H	L/C L. I. P. £ l/c	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling) lower case	pp. P/A Par. Pcl. Pcs. pd. Ppty.	page pages Power of Attorney Paragraph Parcel Pieces Paid Property
Gaz: Gen. Gent. Govt. Gr. Wt. Grm.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme  H Hour, hours	L/C L. I. P. £ l/c	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling) lower case	pp. P/A Par. Pcl. Pcs. pd. Ppty. P. T. O.	page pages Power of Attorney Paragraph Parcel Pieces Paid Property Please turn over
Gaz: Gen. Gent. Govt. Gr. Wt. Grm.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme  H Hour, hours Horse Power	L/C L. I. P. £ l/c Liq.	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling) lower case Liquor, liquid	pp. P/A Par. Pcl. Pcs. pd. Ppty. P. T. O. P. S.	page pages Power of Attorney Paragraph Parcel Pieces Paid Property Please turn over Post Script
Gaz. Gen. Gent. Govt. Gr. Wt. Grm.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme  H Hour, hours Horse Power (Gr.) Sir	L/C L. I. P. £ l/c	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling) lower case Liquor, liquid  M One thousand,	pp. P/A Par. Pcl. Pcs. pd. Ppty. P. T. O. P. S. Pkgs.	page pages Power of Attorney Paragraph Parcel Pieces Paid Property Please turn over Post Script Packages
Gaz. Gen. Gent. Govt. Gr. Wt. Grm.  H. H.P. Herr. Hhd.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme  H Hour, hours Horse Power (Gr.) Sir Hogshead	L/C L. I. P. £ l/c Liq.	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling) lower case Liquor, liquid  M One thousand, Monsieur	pp. P/A Par. Pcl. Pcs. pd. Ppty. P. T. O. P. S.	page pages Power of Attorney Paragraph Parcel Pieces Paid Property Please turn over Post Script Packages As a matter of
Gaz: Gen. Gent.  Govt. Gr. Wt. Grm.  H. H.P. Herr.	Gazette General Gentlemen, Gentleman Government Gross Weight Gramme  H Hour, hours Horse Power (Gr.) Sir Hogshead Honourable	L/C L. I. P. £ l/c Liq. M. m.	pound in weight Letter of credit Life Insurance Policy Libra, Pounds (Sterling) lower case Liquor, liquid  M One thousand, Monsieur metre	pp. P/A Par. Pel. Pes. pd. Ppty. P. T. O. P. S. Pkgs. Pro Forma	pages Power of Attorney Paragraph Parcel Pieces Paid Property Please turn over Post Script Packages As a matter of form
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Remr.	Reminder	Thrin.	Therein	Witht.	Without
Ry.	Railway	Togr.	Together	Wk.	Week
R.R.	Railway Receipt	Tr.	Transpose,	Wt.	Weight
R. S. V. P.	Respondez s'il vous		Translate		
	plait (Reply if	Trsfr.	Transfer		X
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### CHAPTER IX.

# MECHANISM.

It is not possible in a hand-book of this size to give full information in regard to the mechanical construction of each typewriter; nor is the object of this lesson to make the reader a typewriter mechanic, as such knowledge could only be gained by practical workshop experience in handling various kinds of machines. It is, however, intended in this lesson to explain the mechanical construction and working of some of the standard typewriters largely used in public and mercantile offices, so that the typist would be able to keep his machine in an efficient working order and remedy the common and simple defects that may manifest themselves in the practical working. The typist should never dismantle his machine for trifles. It is advisable to have the machine overhauled and adjusted by a skilled mechanic at least once in three years.

### THE REMINGTON.

The Keyboard. The front portion of the machine where all the character keys are situated is called the keyboard. There are 42 character keys in all, arranged in four rows. Each key represents two characters, one called the upper case or capital, and the other small letter or the lower case character. The "Lower Case" or front characters on the keys are printed when the machine is set to write for small letters, and the "Upper Case", or rear ones, when the machine is set for capitals, by depressing the Shift Keys. In addition to these 42 character keys there is a Back Space Key and a Tabulator Key at either end of the first row of the keyboard. Just in front of the character keys there is a long key known as "Space Bar".

The Shift Keys and Shift Lock. The purpose of the Shift Keys is to change the position of the Cylinder so as to print a character contained in the "Upper Case". To facilitate their being handled by either hand, duplicate Shift Keys are provided on the Keyboard. The Cylinder can be made to return instantly to its normal position by simply releasing the Shift Keys. When it is desired to write several words or sentences in capitals, the Shift Lock is to be used.

The Shift Lock is nothing but a key attached to the left Shift Key Lever, and it is provided with a spring and has, at its lower end, a hook which clamps with the iron rod attached to the machine frame when pressed, and raises and stops the carriage in its high position. To release the Shift Lock now, a press on the left shift key is made, by which the key lever goes down and makes the hook of the Shift Key Lock release its hold on the rod.

The Space Bar. The spaces between words are made by depressing the long bar which extends across the front of the keyboard. Each depression of the bar moves the carriage to the left, just the width of one letter.

The Carriage. The upper portion of the machine which moves as a whole on the wayrods is known as the "Carriage". It is so called because it carries the paper for writing and
presents its surface to the types when we operate the keys.

# PARTS OF THE CARRIAGE.

The Cylinder or Platen. This is the round rubber roller on which the paper winds when inserted. This is simply a hollow wooden ruler covered on the surface with hardened india-rubber. Three sorts of Cylinders are manufactured for different kinds of work, viz., soft, medium and hard. Soft Cylinders are used when only a few carbon copies are required. By using the hard Cylinder about a dozen copies may be taken at a time. For general purposes medium Cylinders are used. Damage to Cylinder through hard typing may be avoided by using a light touch and also by the constant use of a backing sheet. Worn out or indented Cylinders may be reground in order to improve the work.

Cylinder Ratchet Wheel. The Cylinder has at its right extremity a Ratchet Wheel on which the Line Space Paul acts. It is held in position by means of a Retent Spring and Roll mounted on it just on the back side of the Ratchet Wheel.

Line Space and Carriage Return Lever. This lever is in front of the carriage on the right-hand side. On some machines it is now arranged on the left-hand side. By pulling the Line Space Lever with a gentle pressure to the right till arrested by the Left Marginal Stop, the carriage can be brought to the beginning of the writing line, and at the same time it rotates the cylinder to begin a new line.

The Spacing Mechanism. There is a knurled knob having a tooth which rests on a flat piece of steel having three cuts on it. When the knurled thumb-piece is placed on the slot farther from the typist, the machine is adjusted for single-spacing or one notch, and when in the middle position, for double-spacing, and when in the slot nearest the operator, for treble-spacing or three notches of the ratchet. When the Line Space Lever is twisted to the right, the Line Space Paul (which is connected by levers) engages into the notch of the Cylinder Ratchet and turns the Cylinder up according to the adjustment made by the Line Space Adjust.

Variable Line Spacing. The Right Thumb Wheel of the Cylinder is provided with a flat round flange, and a little hooked lever is also attached to the rod of the thumb-wheel to act on the flange. This mechanism is called 'The Variable Line Space Mechanism.' If the thumb-wheel is pushed in, the pressure levers which engage the Cylinder Ratchet Wheel within the cylinder, disengage the cylinder from the ratchet. The ratchet is held in position by the roll of the Cylinder Stop-Spring and the cylinder alone is free to be turned by either of the thumb-wheels. This is used for writing upon ruled paper, where the rules do not correspond with the notch spaces, to fill in blanks or insert dates in a printed letter-heading by bringing the line on which it is desired to print exactly to the edge of the Line Gauge. When the hand is removed from the thumb-wheel, it will spring out, thus throwing the ratchet again into action.

Variable Line Space Lock. If it is desired to write several lines in sequence, press the Thumb-Wheel as far as it will go, and then lock it in place by pulling over the little lever with the thumb, so that it catches over the flange on the hub of the thumb-wheel. This holds the cylinder ratchet entirely out of action. In the operation of the variable line space mechanism, the Line Space Lever is not used, the paper being turned to the desired writing point by means of the thumb-wheel alone. If the locking lever is lifted up, the thumb-wheel comes out and the pressure levers again bind the cylinder ratchet and the cylinder.

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The Carriage Release Keys. There are two Carriage Release Keys, one on the right and the other on the left side of the carriage frame; the necessity for the two keys or levers being to facilitate the use of either hand in rapid work. When one of the release levers is pressed down, the other end of the lever lifts the Rack from the Pinion Wheel and thus allows the carriage to be moved freely to the required place either to the left or right.

Paper Guides. There are two Paper Guides, one on the right and the other on the left; the rolls of these guides press the paper close to the cylinder and help uniform feeding of the paper. The guides are movable and they are provided with release levers at each end of the way-bar on which they are placed. If the release lever is pulled forward, the paper guide is loose to be shifted on the Paper Guide Rod. The paper fingers should be so placed, that the edges of the sheet of paper come well under the little rolls which they bear. The effect of the feeding of the paper is felt only from the line gauge, while the paper-feed-rolls carry the sheet up to the line gauge; in other words, when writing close to the bottom of the sheet.

Paper Feed Rolls. These are mere small rubber rolls similar in construction to the cylinder and placed just in touch with the plate below it and which are of use in uniform feeding of the paper upwards for every line when the machine is being worked. There are two sets of feed rolls, one at the front side, and the other at the back side. These, in conjunction with the paper guide rolls, aid the feeding of the paper and help us to write close to the bottom edge of the paper. The feeding of the paper will not be correct when the feed rolls on one end of the machine are old or worn out; the result will be, the paper will not be raised uniformly and so the top edge will not be parallel. This is one of the causes for the bad feeding of the paper.

The Feed Roll Release Lever. The pressure of the feed rolls upon the paper can be instantly removed by pressing and holding back the feed-roll release-lever, which will permit the adjusting of the paper. The lever is provided with a lock, which is located just behind the release lever on the paper-table support rod. When pressed downwards while the feed roll release lever is held back, it locks the feed roll release lever, thereby allowing the operator to use both the hands for adjusting the paper, and for inserting several sheets for carbon manifolding. A slight pressure on the Feed Roll Release Lever releases the lock and throws the feed rolls against the paper.

Thumb Wheels. At either end of the cylinder there are knobs or thumb-wheels which are used for turning the Cylinder for insertion or removal of the paper.

The Paper Shelf. The paper-shelf or Paper Table is the name given to the flat metal piece fixed on the carriage behind the cylinder. It enables the paper to rest evenly and thus to be fed up straight. It also protects the paper from the oily parts of the machine.

Left Margin Guide. This is fixed to the left side of the Paper Shelf and is movable and may be adjusted according to the size of the paper. This is intended to maintain a regular and uniform margin on each and every sheet of paper when inserted into the machine. When several sheets are to be typed, and if uniform margin is desired on all the "follow" sheets, they should be so inserted into the machine as to exactly coincide with this plate.

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The Carriage Scale. There is a graduated or marked steel bar, just in front of the carriage frame. Each graduation on it is termed a degree. A foolscap-size machine will have 80 or 85 degrees on the scale, a brief-size machine 120 degrees, a policy size machine 180 degrees, and a manifest machine will have 240 degrees, and so on. Machines fitted with wide carriages are used by Solicitors, Engineers, etc., for special kinds of work. The scale is of very great use to the operator in locating the position of the carriage for making corrections and inserting omitted characters and for typing statements containing tabular columns.

The Scale Indicator. This points out the exact position of the writing point in relation to the other points on the scale.

Marginal Stops. There are two Marginal Stops sliding on the Marginal Stop Bar, just below the scale. These stops are in contact with the teeth of the rack just behind the plate. The movement of the stops is accomplished by simply pressing with the finger on the knurled knob and moving in either direction until the indicator is exactly upon the mark on the graduated scale at which it is desired to begin writing. The carriage can be made to stop at any desired place by adjusting these marginal stops.

Ringing of the Bell. As the carriage moves to the left, the lower projection of the Right Marginal Stop passes over the bell-trip and presses it down, which, in turn, lifts the bell hammer; and when the marginal stop passes the bell-trip, the bell rings and the carriage moves six letter spaces after the bell. In the seventh space the machine automatically locks and prevents the key levers from being depressed. This locking action avoids the piling over of letters at the line-ends.

The Locking Action. The carriage moves six letter-spaces after the bell has rung and in the seventh space the right marginal stop pushes the Marginal Release to the left, which is connected by a series of links to the locking plate above the Key-levers. This locking plate enters the Key-lever projections and prevents the Key-levers from being depressed. This action is known as The Locking Action.

When the Marginal Release is touched on its lower end, all the levers go back and the locking plate resumes its orginal position. We can then type a few letters and complete an unfinished word.

Marginal Release Key. If it is desired to extend the line of writing beyond the limits set by the marginal stops on either the right or left-hand side of the paper, it can be done by pressing the Marginal Release, so that the carriage can be moved in either direction past both the marginal stops, for insertion of a few additional characters to complete a word or syllable at the end of a line, or for writing of marginal notes or headings in the left-hand margin of the sheet.

Line Gauge. This is also known as the Cylinder Scale. The writing point is always in the exact centre of the cut-out on the Line-Gauge, while the writing line lies close to its edge. It is therefore very useful for the operator to adjust the paper in the machine, if it is desired to make any correction after the sheet has been removed. When adjusting the paper for the position of the line, care should be taken to see that the centre of the letters on

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the line upon which the adjustment is made corresponds with the graduated marks on the edge of the Line Gauge.

Type-bar Segment. This is the semi-circular plate situated in front of the Type-basket. There are 42 comb-like cuttings in it, behind which the Type-bars are fixed. The projection of the Universal bar also rests in the Type-bar Segment.

Type-bar Guide. This is the common centre for all the type-bars. It is fixed to the type-bar segment, and is very useful in maintaining the alignment of the types. It does not allow more than one type-bar to enter at the printing point at a time. The printing point is exactly in the centre of the Type-bar Guide.

Type-Basket. The portion where all the Type-bars rest semi-circularly on a cushion is known as the Type-Basket.

Type-Bars. There are 42 type-bars, and to the front end of each type-bar two types are fixed—one the upper case character, and the other a lower case character. There are different styles of types on the Type-writer, viz., Pica, Roman, Primer, Elite, Script, Gothic, etc., and one of these is fixed to the machine.

Type-bar Action. When a character Key is depressed, the corresponding key-lever goes down; the connecting link (or the sub-lever) is thrown forward causing the type-bar to rise. The type-bar rises and enters the type-bar guide and strikes against the cylinder through the ribbon and thus produces its impression on the paper.

Step by Step Movement of the Carriage. When a character key is pressed, the type-bar rises as stated above and pushes the Universal bar which rests in the groove just behind the type-bar segment. The Universal Bar is so called because all the type-bars act upon it. The Universal Bar is connected to the rocker mechanism or the dog block by means of a link. There are two dogs known as the loose dog and the rigid dog, mounted upon the rocker, which act upon the Escapement Wheel just above it. (A dog is merely a steel piece acting upon a toothed wheel). Fixed to the same axle of the escapement wheel is a Pinion Wheel upon which the carriage rack rests. Whenever the escapement wheel rotates, the pinion wheel also rotates along with it and the rack upon it is also moved, which in turn, makes the carriage move one step to the left.

When the carriage is at rest, the loose dog holds the tooth of the escapement wheel and prevents it from rotating. On depressing a key button the type-bar pushes the universal-bar, and the rocker with the dog-block swings forward. The loose dog gets clear from the tooth of the Escapement Wheel, and the spring attached to it draws it to the left. By this time the rigid dog steps forward and occupies the same tooth just vacated by the loose dog and thus prevents the wheel from rotating. On releasing the key button, the dog block resumes its normal position and the rigid dog also goes back. The loose dog now springs to the right and catches the next tooth of the escapement wheel. At this stage the tension of the main-spring draws the carriage to the extent of one degree or one letter-space to the left. The same operation is repeated with each depression of the key-button. This movement is known as 'The step by step movement of the carriage'.

When the space bar is operated the same action takes place, but the action is communicated from the round bar underneath the key levers which is connected in turn to the Universal bar connecting link.

Mainspring and Carriage Tension. The motive power to the machine is given by the coiled spring fixed to the axle in the Mainspring Drum. The motive power is communicated to the carriage by means of the tension strap, one end of which is fixed to the Mainspring Drum and the other end hooked to the carriage at the right end. The tension should be normal; for high tension causes the carriage to jerk, while low tension moves the carriage sluggishly causing impressions to overlap each other. In order to avoid unnecessary tampering of this spring, the tension paul is locked by a Check Screw. If it is necessary at any time to increase the tension, loosen the check screw, and turn the Tension Ratchet Grip in the clock-wise direction. If it is necessary to decrease the tension, gently work upon the Tension Ratchet Paul, to and fro, bit by bit, till the tension becomes normal. Then carefully tighten the check screw again.

Keyboard Tension. At the rear end of each key lever there is a spring. All the springs attached to the key levers rest in a line upon a flat plate above the key levers. The key-tension is individual and is governed by these springs. If the head of the spring is turned to the right, the tension of that particular key will be increased, and if turned to the left the tension will be reduced. By this device it is possible to adjust the tension to the requirements of each particular finger.

The Ribbon and its Movement. Terms: Mainspring—Cog-Wheel—Ribbon-Feed-Paul—Bevelled Gears—Worm Gears—Ribbon Crank—Spool-Shaft—Ribbon-Reversing-Pin-Lever—Ribbon Spools.

Whenever the machine works, the mainspring drum rotates. The cog-wheel which is fixed loose in the axle of the mainspring drum is set in motion by the ribbon-feed-paul. In front of the cog-wheel there is a bevelled wheel which is always in engagement with the bevelled wheel of the long gear-shaft. Thus the long gear-shaft is set in motion. At each end of the long gear-shaft there is a bevelled gear, one of which will always be in contact with the bevelled gear of the spool-shaft. Thus the spool-shaft is set in motion and the spool on the contact side will collect the ribbon while the other side unwinds it. The side on which the ribbon travels can be easily determined by observing the contact of the two bevelled gears; for, collection and contact always go together.'

When the ribbon is exhausted on one of the spools, the Ribbon-Reversing-Pin-Lever falls down of its own weight in the hub of the spool and thrusts out a pin which engages with the worm-gear of the long-gear-shaft opposite to it, and working on it for a short time draws the long gear-shaft towards it, making the bevelled gear on the long gear shaft engage the bevelled gear of the spool shaft. The other side, the gears are disengaged and the ribbon is free to be emptied. Thus the direction of the ribbon changes of itself without the help of the typist. This changing of the direction is known as 'The Automatic Reverse Action'.

Note: There is no ribbon movement when the carriage is drawn to the right as the ribbon feed paul slips over the tooth of the cog wheel and hence the gears are not turned.

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To facilitate the winding of ribbon on any one spool, a crank is provided on the rightside of the Long Gear Shaft.

Changing Ribbons. Wind all the old ribbon on the right spool. Detach the ribbon from the left-hand ribbon tape, and keep the end of the tape above the top plate. Press on the snap catch which protrudes from the right ribbon spool shaft, and take off the right ribbon spool. Now get a new ribbon wound on a Remington-made spool. Hold the ribbon with the hub next to the ribbon spool shaft, and before the new spool is inserted, pass the free end of the new ribbon up through the slot above the right-hand spool and across the type basket, and hook the loose end of the new ribbon to the spike of the tape on the left spool, seeing that there are no twists in the ribbon. Insert the new spool in place, and see that the spool is locked in position by the snap catch. Press down the shift lock and take hold of the ribbon which is stretched across the front and place it behind the ribbon carrier, and draw it up into the loops and turn the crank a bit which will straighten the ribbon.

The Two Colour Ribbon Device. This device consists of a dial marked in white, black and red and attached to the machine frame on the left post. There is an indicator on it which can be turned towards any spot on the dial. The indicator is connected to the sub-levers and finally one of the levers is connected to the Ribbon Actuating Lever, which again is connected to the lower end of the Ribbon Carrier. There is also a connecting mechanism connecting the long shaft above the key levers with the ribbon actuating lever placed in the long slotted lever. This long slotted lever is movable according as the indicator is turned towards red or black spot on the dial.

When the indicator is turned towards the black spot, the ribbon actuating lever exerts power from the centre of the slotted lever and thus raises the ribbon-carrier for receiving the impression from the upper portion of the ribbon. When the indicator is turned to the red spot on the dial, the Actuating Lever exerts power from the extreme left of the slotted lever and thus raises the ribbon-carrier to a higher space for receiving impression from the lower portion of the ribbon. By this device it is possible to utilise the entire surface of the ribbon even when a single-colour ribbon is used on the machine.

Stencil Lever. This lever is connected to the rod behind the indicator. When this lever is raised, the indicator points towards the white spot on the dial. The slotted lever now moves towards left, and the actuating lever drops into the big slot on the right side and ceases to exert any movement from the lever. Now as the ribbon-carrier cannot rise, the types directly strike against the cylinder without the medium of ribbon. This device is used in cutting Stencils.

Back Spacer. The Back Space Key is connected to its key-lever, and this is attached to the horizontal rod by means of a connecting wire. From this horizontal rod there rises a bent lever and a vertical rod with a hooked plate to work on the Back Spacer Wheel. When the Back Spacer is depressed, the vertical rod raises the hooked plate and the Back Spacer Paul working on the Back Spacer Wheel, turns it up along with the pinion wheel and the rack. Thus the entire carriage moves by one letter-space to the right. The Back Spacer is used to reprint a letter which has been too lightly struck or to correct an error, in centering headings, and also in conjunction with tabular work.

Note: The Escapement Wheel turns only when the carriage moves to the left. But when the carriage is drawn to the right, the clicks inside the Back Spacer Wheel slip over the clutch, while the Escapement Wheel is prevented from rotating by the Loose Dog. Hence, the Pinion Wheel and the Back Spacer Wheel alone turn in the clock-wise direction.

The Tabulator key is situated at the left-hand top corner of the keyboard. The Tabulator key is connected to its key-lever, which is connected to the Tabulator Block by Just behind the Paper Table, there is the Tabulator Rack on means of an Actuating Lever. which the Tabulator Stops are fixed. These are removable and may be fixed at any point with reference to the Tabulator Scale just above the rack; the Tabulator Scale corresponds to the Front Scale. When the Tabulator key is depressed (which should be held firmly till arrested by the stop) the key-lever goes down and the actuating lever raises the Tabulator Block. the top of the Tabulator Block there is a slot, the right side of which is cut into a smooth There is also a plate running from the Tabulator Block which lies below the Rack. As the Tabulator Block rises, the Tabulator Rack Lift Lever raises the rack from the pinion wheel and so the tension of the mainspring draws the carriage to the left. As the carriage rushes to the left the Tabulator Stop passes over the ascending slope and enters the slot at the top of the Tabulator Block and thus the motion is arrested. When we remove our finger from the Tabulator key the rack again rests on the pinion wheel and so the carriage stops at the Thus the carriage can be made to move quickly from one column to another without the operation of the Space Bar.

### THE UNDERWOOD.

THE KEYBOARD. The Keyboard of the Underwood is of Universal Standard type, having 42 character-keys, each key representing two letters or signs. In addition to these 42 character-keys, there is a Back Space Key, a Tabulator Key, and a Space Bar Key on the Keyboard. There are also duplicate Shift Keys and a Shift Lock Key.

THE LINE SPACE LEVER. This lever is on the left side of the carriage in front. When the carriage is pushed to the right as far as it can go by this lever, the carriage is brought to the beginning of a new line and at the same time the space between lines is also made automatically by means of the Line Space Paul acting on the Cylinder Ratchet Wheel.

LINE SPACE ADJUSTING LEVER AND PLATE. When the lever is set at 1 on the plate the Line Space Paul acts on the Cylinder Ratchet by one tooth and we get single-space; if it is adjusted at 2, it turns the Ratchet by two teeth and we get double-space, and if adjusted at 3 it turns the Ratchet by three notches and we get treble-space.

THE CYLINDER RATCHET RELEASE HANDLE. If the handle of the Ratchet Release Key is raised as far as it can go, it releases the Ratchet Wheel from the action of the spring and roll, and the Cylinder may be freely and smoothly turned by means of the Knobs to any fraction of the notch. The same action takes place by pulling out the Release Lever projecting from the Left Cylinder Knob. These devices are useful for adjusting the paper on any particular line for making any corrections or insertions, and also for writing on ruled lines. When regular work is being done, the levers should be pushed to their normal position.

#### THE UNDERWOOD.

CARRIAGE RELEASE LEVERS. There are two Carriage Release Levers on either side of the carriage. They are used in moving the carriage quickly to any desired spot. When one of them is pressed, the other end raises the rack from its contact from the Pinion Wheel, and so the carriage runs freely on the Way Rod.

LEFT EDGE GUIDE. This is movable and can be adjusted to the requirements of the paper. If every sheet of paper is dropped so as to exactly coincide with this plate, regular and uniform margin can be maintained on all the sheets.

PAPER GUIDES WITH RUBBER ROLLS. These are intended for the even feeding of the paper. Both the clamps may be adjusted to any position to suit the width and size of the paper. When these are adjusted on the paper, the student should make a similar adjustment with the Marginal Stops on both sides; otherwise, the types will strike on the metal Paper Guide Blades and get damaged.

THE PAPER RELEASE KEY. By depressing this key, the pressure will be relieved from the Rolls and the paper can be easily adjusted. The key should be returned always to its normal position before writing; otherwise the feeding of the paper will not be uniform. If it is not desired to lock the key, it should be gently pressed by the finger, and when the finger is removed, the key will spring back and the Feed Rolls will again engage the paper.

CARRIAGE THUMB PIECE. On the right side of the carriage there is a curved projection known as the Thumb Piece or Handle. This is used when it is not desired to change the line while returning the carriage.

RIGHT MARGINAL RELEASE KEY. This key is in front of the extreme right of the carriage. For writing marginal notes outside the margin on the left side of the paper, depress the key first and then push the carriage to the right, by which the obstruction caused by the lever with the projection of the Right Marginal Stop is freed, and the carriage can be moved up to zero degree on the scale.

THE ENVELOPE GUIDE. This is just at the back of the Scale Indicator. When typing on stiff paper or cards, this should be turned around to the Cylinder, and the card will be kept in close contact with the Cylinder. When its use is not desired, it may be turned in either direction.

THE FRONT SCALE. The regular Scale is marked in white graduations running from right to left. There is an indicator fixed to the carriage frame pointing to the position of the typed impressions on the paper.

The scale marked in red graduations is known as the Centering Scale; this is useful for centering headings, titles, etc. on the sheet. Suppose it is desired to centre the words 'RULE FOR CENTERING'. Insert the paper in the centre of the Cylinder and keep the pointer at zero. Strike the space bar once for each character and space in the heading, after which operation, the pointer will be at 31, on the red scale; then move the carriage to the 31st degree on the white scale and type the heading. If the pointer were to end between the two spaces on the red scale, space once more and move the carriage until the pointer is at a corresponding number on the white scale.

THE MARGINAL STOPS. There are two Marginal Stops sliding on the Marginal Stop Rod. These stops can be moved to any desired position by pinching the two handles together firmly, which disengages the stops from the rack which hold the stops in position, allowing it to be moved freely in either direction. The Right-hand Marginal Stop regulates the margin on the left side of the paper, while the Left-hand Marginal Stop regulates the margin on the right side of the paper.

RINGING OF THE BELL. As the carriage approaches the Left Marginal Stop, a projection from the carriage frame presses the Bell Rack Frame Lever situated behind the Left Marginal Stop. At the end of the Bell Rack Frame Lever there is vertical lever which is oscillated. This flat vertical lever is connected to the Bell Hammer, and its oscillation makes the bell ring. The bell in the Underwood rings six spaces before the place set by the Left-hand Marginal Stop, and hence gives timely warning for the operator to finish the word and return the carriage to the next line.

LOCKING ACTION. Six spaces after the bell has rung, the Vertical Lever extendig from the Bell Rack Frame Lever pushes the Line Lock Rod into the grooves of the Key-levers, and prevents them from being depressed. This is what is termed 'The Locking Action'. This locking action avoids the piling of letters at the line-ends.

THE LEFT MARGINAL RELEASE OR PUSH BUTTON. If the word is still unfinished, or if it is desired to move the carriage to the left for writing any additional characters, the Push Button, extending from the front of the main frame on the left side, should be pushed in. This pressure pushes the vertical lever which frees the Line Lock Rod from the grooves of the Keylevers and so we can type about five characters, after which the keys will again lock. By pushing the Button a second time we can write one additional character. This device helps the operator to preserve the evenness of the right-hand margin.

The Type-Bar Action. When a character key is depressed, the Key-lever goes down. The connecting link, the lower end of which is connected to the Key-lever, is thrown forward. The Type-bar, which is hooked to the upper end of the Sub-lever rises upward to the printing point and enters the Type-bar Guide and strikes against the Cylinder through the ribbon, and produces its impression on the paper. As all the Type-bars are hooked in the semi-circular Type-bar Segment, they all converge at the common centre. The alignment of the Type-bars is secured as each Type-bar passes through the comb-shaped slots in the segment at the starting point and the Type-bar Guide at the printing point.

Step by Step Movement of the Carriage. At the back of the carriage there is a wheel known as the Escapement Wheel. A small wheel known as the Pinion Wheel is fixed to the forward end of the Escapement Wheel Shaft. The carriage rack in its normal position rests upon the Pinion wheel and always moves upon it. The Pinion Wheel can turn by itself only in clock-wise direction, i. e., when the carriage is drawn to the right; but when it has to turn in a contra-clockwise direction, the clicks on the Escapement Wheel hold the Pinion Wheel firmly and so it can turn only when the Escapement Wheel also rotates. But the Escapement Wheel is prevented from rotating by the Loose Dog and so the carriage cannot move to the left, although drawn by the Mainspring Tension. But when a character key is pressed,

### THE UNDERWOOD.

the Type-bar is set in motion and by the time it reaches the printing point the back end of the Type-bar pushes the Universal Bar backwards which lies in a groove in the rear of the Segment. The Universal Bar is semi-circular in shape and hence all the Type-bars in the Segment act upon it. The Universal Bar is connected to the Rocker (the Dog Block). The two Dogs vis., the Loose Dog and the Rigid Dog are mounted upon the Rocker in their upright position. When the carriage is at rest, the Loose Dog holds the tooth of the Escapement wheel and prevents the carriage from moving. On the depression of a character key, the Universal Bar pushes the Rocker and the Loose Dog gets clear from the Escapement wheel and the spring attached to the Loose Dog draws it to the left. The Rigid Dog now goes back, and occupies the same tooth just vacated by the Loose Dog and thus checks the Escapement wheel from rotating. After the character key is released, the Rocker again swings to its original position and the Rigid Dog comes forward while the Loose Dog springs upward to catch the next tooth of the Escapement Wheel. Just then the tension of the Mainspring pulls the carriage to the left by one degree or one letter space. Thus the carriage travels step after step to the left with each depression of the character key.

When the Space Bar is depressed, the projecting link from the round bar underneath the key levers lifts the lower end of the rocker extension arm, and so the Dog Block is set in motion and the carriage moves step by step as stated above.

THE RIBBON MOVEMENT. Whenever a character key or the Space Bar is depressed the Rocker is set in motion. The lower end of the Rocker Extension Arm is connected to a round rod known as the Ribbon Driving Shaft. On the right-hand side of this shaft there are two feed Pauls working on the Ribbon Ratchet wheel attached to the Longitudinal Shaft.

Whenever the Rocker is thrown back, the extension arm too is tilted up; this, in turn, actuates the Ribbon Driving Shaft. Whenever the Ribbon Driving Shaft is tilted, the Ribbon Feed Pauls work on the teeth of the Ribbon Ratchet wheel and turn it up. The lower Paul can be seen working on the teeth, while the upper Paul keeps the Ribbon Ratchet Wheel steady. Thus the Shaft fixed to the Ratchet wheel rotates and the bevel gears attached at either end of the shaft also rotate. There are two Bevel Gears fixed to the two vertical Spool Shafts and they are so arranged that only one set of Bevel Gears are brought into action at a time. So the side on which the Bevel Gear of the Longitudinal Shaft, mesh together with the Bevel Gear of the Spool Shaft, the ribbon will be winding on that spool; while the other side on which the Bevel Gears are not engaged freely unwinds the ribbon.

AUTOMATIC REVERSE ACTION. When the ribbon on any one spool is exhausted, the eyelet at the end of the ribbon comes out of the spool, and as it cannot pass through the narrow slotted hub of the Reversing Lever, it pushes the lever along with it. There is a shaft running from this lever, the lower end of which is equipped with a latch, and in its normal position it lies in the notch formed in the hub attached to the spool shaft. The hub is provided with a Dog which is arranged to swing out and act on the Ribbon Reversing Disc. When the Reversing Lever is pushed by the eyelet of the ribbon, the Dog comes out of the hub, and pushes out the Ribbon Reversing Disc and thus brings the two bevel gears on that side into contact. The ribbon begins to wind on the side on which the bevel gears have now meshed together. The Dog and Reversing Lever now return to their normal position, and the Longitudinal shaft is

held in that position by the help of the Detent Lever engaging a double bevelled coller fixed on the Longitudinal Shaft. Similarly, when the ribbon has run off the other spool, the same action takes place, and the bevel gears on that side are brought into contact, and thus the ribbon reverses automatically. The ribbon may be quickly wound on any spool by means of the handle on the Ratchet Wheel. If it is desired to wind the ribbon on the left-hand spool, the wheel should be pressed to the left. In winding the ribbon to the right-hand spool, the wheel must be held firmly to the right.

BI-CHROME DEVICE. The Shift-Lever controlling the Bi-chrome ribbon mechanism is at the right in front of the machine just above the keyboard. The Colour Shift Lever is connected to the Bi-chrome key shaft, which, in turn, is connected to the Ribbon Actuating Lever slide by means of a slide link. The lower part of the Ribbon Carrier is hooked to the Ribbon Actuating Lever, and this is connected to the Universal Bar mechanism. When the Shift Lever is turned towards the black spot, the Ribbon-Actuating-Lever Controlling-Bracket moves to the right and the pin of the Actuating Lever enters the upper hub in the right Slide Groove. As the machine is worked, the Universal Bar is set in motion, and the Actuating Lever connected to the Universal Bar mechanism is tilted, which makes the ribbon-shield rise for receiving impressions from the upper portion of the ribbon.

When the Lever is turned towards the red spot, the hub of the left slide groove enters the lower pin of the Actuating Lever and thus raises the Ribbon Actuating Lever to a higher space for the receiving impressions from the lower half of the Ribbon on the Ribbon Carrier.

When a Bi-colour ribbon is used this device helps us to write on any colour by merely shifting the lever. In using Single-colour ribbon, both halves of the ribbon may be used by the same device.

Stencil Cutting. When the Stencil Adjusting Handle is pushed to the left or the white spot, the two hubs of the Ribbon-Actuating-Lever Controlling-Bracket moves to the centre of the Ribbon Actuating Lever Slide Pins, and when the machine is worked the ribbon Actuating Lever fails to exert any movement from the Slide and thus its upward and downward movements are stopped and so the types directly strike the cylinder without the intervention of the ribbon. This device is used in cutting Stencils for duplicating machines.

CHANGING RIBBONS. When all the ink in the ribbon is exhausted and the impressions become faint, the ribbon has to be renewed. To do this, place the carriage in central position and lock it by means of the shift lock Wind all the ribbon on one spool, and remove the spools from the ribbon cups. Detach the ribbon from the empty spool and attach the end of a new ribbon would on an Underwood spool by the hook to the empty spool. Wind the ribbon around the empty spool a few times, until the eyelet reaches the hub, seeing that the ribbon feeds to the front on both spools. Now place the spools in the cups seeing that the pins in the bottom of the cups enter the holes in the ribbon spool hubs. Pass the ribbon through the slots in the cups, and in front of the rollers. After this, draw the handle extending from the sides of the cups towards you and insert the ribbon in the slots of the Reversing Levers. Place the ribbon back of the Ribbon Guide and bring it forward in front of the pins in the Ribbon Guide, making a small loop in the ribbon and push it down in the opening in the guide and turn the Ribbon Crank a bit to straighten the ribbon.

#### THE UNDERWOOD.

THE BACK SPACE KEY. The Back Space Key is situated at the upper left-hand side of the key board. The Back Space key is connected to its key lever, which in turn is connected to the round bar extending to the right. There is an upright connection from the round bar extending to the carriage rack. When the Back Space Key is depressed, the key lever goes down and the round bar pulls the upright connecting link, which actuates the connected mechanism and the two steel pieces behind the carriage rack press it firmly, while the lower piece, or the Paul enters the tooth of the rack and pushes it to the right. The rack moves one step to the right along with the pinion wheel and as the pinion wheel is prevented from rotating again to the left by means of the clicks, the carriage stops at the new place. Thus with each depression of the Back Spacer, the carriage moves one space to the right. This device is very useful for insertion of omitted characters, for making corrections and also in conjunction with tabular work.

THE TABULAR KEY. The tabular key is used when it is desired to move the carriage quickly to any desired spot in typing invoices, statements, etc., having tabular columns. There are about five Tabular Stops at the back of the machine sliding on the rod of the Tabular Frame. There is also a graduated scale corresponding to the Front Scale for setting the Tabular Stops. If it is desired to stop the carriage at 15, 20, 35, 40 and 50th degrees on the front scale, set the stops at these degrees on the Tabular Scale. The stops can be set at any point by pulling them back out of the teeth of the Tabular Rack, when they can be freely slided on the rod and re-set at the desired position. If it is not desired to use any of the stops, they may be thrown back out of the teeth on the rack. Now, in order to stop the carriage at the 15th degree, move the carriage to the right, and depress the Tabular Key situated on the right-hand top corner of the keyboard. This key should not be operated in the same manner as the other keys. In other words, it should be pressed down and held firmly until the carriage has been arrested by the Tabular Stop. When the Tabular Key is depressed, the key lever is also depressed and the Tabular-Frame-Actuating-Lever connected to the Tabular Frame is also pulled down. Thus the Tabular Frame is thrown forward, and the Tabular Roll (Wheel) raises the rack upwards from the Pinion Wheel. This frees the carriage, and as it is pushed by the tension of the Mainspring, it dashes to the left until arrested by the first Tabular Stop. the carriage is governed by an Automatic Friction Brake in the form of a leather cushion, which comes into contact with the Tabular Frame when the key is depressed. has now stopped at the 15th degree on the front scale. The second depression will similarly stop the carriage at the 20th degree, and so on. A considerable saving of time may be effected by using the Tabular Key.

KEYBOARD TENSION. At the rear bottom of the machine there are in a line 45 springs and screws attached to all the key levers. The tension of the key-levers is governed by these springs which may be adjusted to the requirements of each individual finger. If it is noticed that any of the keys are sluggish and do not return to their position promptly, their tension may be increased by loosening the key lever plate screws and turning to the right the particular screw of the key-lever to be adjusted. If it is desired to decrease the tension the particular screw should be turned to the left. A slight one-half turn at a time should be made to ensure proper tension.

THE CARRIAGE TENSION. The movement of the carriage is controlled by the coiled

mainspring fixed to the axle in the mainspring drum. The tension is communicated to the carriage by means of a strap or a draw band, one end of which is fixed to the Mainspring Drum and the other end hooked to the carriage at the end. The Mainspring Drum is situated at the rear of the machine, fixed to the left post by means of the Drum Hanger. The Mainspring Ratchet Wheel is fixed to the axle and it is held in position by the Tension Paul. To prevent the tension from being interfered with, a screw is fixed to the Mainspring Drum hanger which checks the Tension Paul. To facilitate winding, the tension ratchet is provided with a Crank or Handle.

If the machine moves sluggishly and if it is desired to increase the tension, stand at the rear of the machine, loosen the check screw and turn the Ratchet Handle in the clock-wise direction. After proper tension has been given, the screw should be tightened. To decrease the tension, loosen the check screw and work upon the Tension Ratchet Paul gently, to and fro, when the Ratchet will turn in anti-clockwise direction, thereby loosening the tension. Adjust the check-screw again to its original position. It is however advisable not to unnecessarily tamper with the tension.

# THE ROYAL STANDARD.

THE KEYBOARD. The keyboard of the Royal Typewriter is arranged in four rows, and like all other standard machines, the arrangement is of Universal Standard type.

The keyboard is also provided with a Back Space Key, a Tabulator Key, a Space Key, a Shift Lock Key, and duplicate Shift Keys. For writing capitals and upper case characters, the Shift Lock situated on the left side must be depressed, by which both the Shift Keys will lock through the Shift Lock Arm. By a light pressure applied to either of the Shift Keys, the carriage drops instantly from the upper case to the lower case position.

THE LINE SPACE LEVER. This lever is on the left side of the carriage in front. The returning of the carriage and line spacing are accomplished with a single movement of the left-hand by pressing against this lever.

LINE SPACE ADJUSTING HANDLE. To change the width of space between lines, move this handle until the pointer indicates 1, 2, or 3 for single, double or treble-spacing as may be desired. When the Line Space Lever is pushed to the left, the rear end of the pointer engages on the teeth of the cylinder ratchet and turns it up according to the adjustment made.

FRACTIONAL SPACER. This is situated in the centre of the Left Cylinder Knob. When this release button is pressed in by grasping the cylinder knob with the palm of the left hand, it disengages the Ratchet Wheel from the Cylinder, and the Cylinder alone can be freely turned by the Thumb Wheel to any fraction of the notch space. This is used to make insertions or corrections, or to write on ruled lines when the ruling does not agree with the spacings of the Line Spacing Ratchet.

LINE SPACE DISENGAGING LEVER. This lever when brought forward, pushes the roll of the Cylinder Stop Spring away from the Ratchet Wheel, and thus temporarily frees the Cylinder making it possible to rotate the Cylinder by the Cylinder Knobs to any fraction of

#### THE ROYAL.

the space like the Fractional Spacer. The Lever should be returned to its normal position before regular work is commenced.

CARRIAGE RELEASE LEVERS. There are two Release Levers on either side of the carriage. The necessity for the two levers being, to be handled with either hand in rapid work. The rear ends of these levers are connected to the carriage rack. When one of the levers is pressed, the other end of it raises the rack from its contact on the Pinion Wheel, and so the carriage moves freely to the left. When it is desired to move the carriage from side to side without changing lines, use either of these levers.

PAPER TABLE. This rests behind the Cylinder and holds the paper for feeding into the machine. This may be tilted forward when adjusting Marginal Stops.

Paper Side Guide. This is fixed to the rod behind the paper table, and is movable along the Paper Guide Scale. Uniform margin on all sheets is assured by feeding the paper against this guide. If a wide margin is desired, move the guide to the left; if narrow margin is required, move it to the right. A scale is provided on the Paper Table for adjusting the paper guide.

OVERHEAD PAPER BAIL AND SCALE. This is in front of the Cylinder. The rubber rolls press the paper against the Cylinder and help uniform feeding of the paper. The rolls are movable and may be adjusted to the requirements of the paper. When adjusting the paper they may be raised by the paper Bail Lift Lever. The rolls should always be kept within 10 to 15 spaces from the paper, and not at the ends. The scale may be used for centering the paper and also for determining the position of the rolls.

Paper Feed Rolls. There are two sets of rubber feed rolls lying close to the Cylinder, underneath it. These rolls press the paper against the cylinder and assist in even feeding. If it is desired either to remove or adjust the paper, the pressure of the feed rolls may be released by pulling forward the Paper Release Lever, situated at the right side of the carriage behind the Paper Bail Lift Lever. The student should not forget to throw the Release Lever back, and lower the Paper Lock after adjusting the paper and before starting to write.

MARGINAL STOPS. The Marginal Stops are mounted upon the Marginal Stop Rack, which is to the rear of the paper table. The Scale on this rod corresponds with the other scales in front. The marginal stops may be slided to any desired position by pressing on the button and moving it till the pointer comes to the desired spot.

LINE SCALE. This lies close to the Cylinder and is graduated. The writing line lies exactly close to the edge of this line scale, while the characters fall in the centre of the graduations of the scale. This is very useful for locating the carriage, for adjusting the paper, and typing at any particular spot, such as inserting omissions.

CARD GUIDES. These guides are quite essential when writing on stiff cards or at the extreme top, bottom, right and left-hand edges of the sheet. They may be raised to their position by grasping the holders. In ordinary work the card-holders should be dropped away by pressing down the release levers adjacent to them, so as to insure the full visibility of the writing line.

THE RINGING OF THE BELL. The right-hand Marginal Stop is provided with a bell-trip. When the carriage approaches its right extremity, the bell-trip passes over the bell hammer and lifts it; after the bell-trip has passed, the hammer falls on the bell and thus the bell rings. The bell in the Royal rings seven spaces before the place set by the Right Marginal Stop. The bell thus gives timely warning for the operator to enable him to maintain a uniform right margin.

LOCKING ACTION. After the carriage has moved seven spaces from the point at which the bell has rung, the projection of the right marginal stop comes into contact with a plate at the Centre Stop Post and pushes it to the left: this happens at the 8th space. The plate at the Centre Stop Post is connected by a series of links to the flat locking plate beneath the key levers. When the plate at the Centre Stop Post is pushed by the right marginal stop, the locking plate comes forward and prevents the Key levers from being depressed. This action is termed the Locking Action, and it avoids the piling of letters at line-ends.

MARGINAL RELEASE KEY. This Key is situated on the right side of the machine frame in front. This is connected to the Centre Stop Post at the rear. When this key is pushed in, it throws back the Centre Stop Post and thus allows the marginal stop to pass beyond it. We can thus type a few characters and complete an unfinished word. When this key is held, the carriage may be drawn past both right and left marginal stops, permitting writing of marginal notes, etc.

ACTION OF THE SPACE BAR. When the Space Bar is depressed, the Universal Bar is drawn forward by means of a link connected to it with the extension of the Space Bar. As the Universal Bar moves forward, it pushes the Escapement Plate connected to it, and thus the Loose Dog and the roller escapement are brought into action causing the carriage to move space after space, to the left.

ACTION OF THE BACK SPACER. When the Back Space key is depressed, the key lever is also depressed and the Back Space Paul, which is connected by means of a connecting link, engages the tooth of the carriage rack and pushes it to the right; and so the entire carriage is brought one space back. During this operation, the clicks on the Escapement Wheel slip over the Pinion Wheel, and hence the pinion wheel alone is rotated.

TYPE-BAR ACTION. When a character key is depressed, the key lever goes down, and the vertical link connected to it is also pulled down. There is a horizontal link connected to the vertical section, which is hooked to the rear end of the Type-bar. The movement of the key lever causes the corresponding type-bar to rise and strike against the Cylinder through the ribbon at the printing point. This action is termed 'The Type-Bar Action'.

STEP BY STEP MOVEMENT OF THE CARRIAGE. The step by step movement of the carriage is controlled by the roller escapement commonly known as Loose and Rigid Dogs in other makes of typewriters. When the carriage is at rest, the Loose Dog pivoted on the Escapement Plate holds down the tooth of the Escapement Wheel. There is a small wheel known as the Pinion Wheel, fixed to the axle of the Escapement Wheel. The Mainspring tension is thus communicated to the Escapement Wheel. The Pinion Wheel can turn in the anti-clockwise direction, (i. e., when the carriage moves to the left) only when the Escapement Wheel

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also rotates. But the Escapement Wheel is prevented from rotating by the Loose Dog, as stated above. So the carriage cannot move to the left although drawn by the Mainspring tension. But when a character key is pressed, the connecting link from the key-lever rocks the Universal Bar, which in turn rocks the Roller Escapement. The Lose Dog therefore swings back and passes out of the engagement with the tooth of the escapement wheel. The Roller, which is mounted on the top part of the escapement plate instantly passes into engagement with the same tooth of the escapement wheel from which the Loose Dog disengaged. This occurs when the finger-key or the Space Bar is fully depressed and when the finger-key begins to return, the escapement plate which carries the roller returns to its normal position; at this stage the Mainspring pulls the carriage one step to the left and so the Loose Dog engages the next tooth of the Escapement Wheel. This movement is known as 'The Step by Step movement of the Carriage'.

THE RIBBON MOVEMENT. The cover of the Mainspring Drum is a gear plate, and this gear plate is in contact with a pinion, technically termed Ribbon Worm Shaft Pinion, located at the rear end of the Worm Shaft. When the Drum revolves, it rotates the pinion which in turn revolves the Ribbon Worm Shaft and Worm which is fixed to the outer end of the Shaft on the left-side. When this worm is in engagement with any of the Ribbon Spur Gear or Ribbon Bevelled Gear, the ribbon feed takes place. Thus when the worm is engaged with the Spur Gear, the ribbon feeds from right to left and when engaging with the bevelled gear, the ribbon feeds from left to right. The respective spools into which the ribbon collects can be ascertained without operation, by observing the reverse handle. If it is indicated to the left, the left spool will collect while the right spool exhausts, and vice versa.

Note:—The ribbon transports only when the carriage moves to the left, and not when it is drawn to the right.

To utilise the entire surface of the ribbon, a bi-chrome handle is provided, and when it is indicated to the blue spot, the top part of the ribbon will be brought into use and when the same is placed on the red spot the lower part of the ribbon will be brought into use. When it is turned to the white spot by lifting the stencil lever the ribbon shield is thrown out of gear and so its upward and downward movements are stopped and the types directly strike against the cylinder. This device is used for cutting of the type faces on the stencil for duplicating purposes.

AUTOMATIC REVERSE ACTION. The Spools of the Royal Typewriter carry a latch for the purpose of reversing the direction of the ribbon feed automatically. So long as the ribbon is wound on the spool, the latch lies close to the spool and remains inactive. But when the ribbon on any one spool becomes sufficiently unwound, the latch drops down owing to the action of the spiring attached to it and falls in the path of the Automatic Reverse Lever, thereby causing the roller pivoted on the other end to come into contact with the Automatic Reverse Cam. During this train of mechanism the worm moves bodily and engages the other ribbon gear when the ribbon reverses automatically from one spool to the other.

CHANGING RIBBONS. The Ribbons of the new Royal Typewriter are concealed by Ribbon Spool Covers. In order to change ribbons, touch Ribbon Cover Release Button and raise

each ribbon cover to its top position which makes the ribbons accessible. Wind all the ribbon on the right-hand spool by placing the thumb of the left-hand against Ribbon Feed Release and with the forefinger of the right-hand in one of the depressions at the top of the ribbon spool rotating until all the ribbon is collected on the right spool. Then raise the Ribbon Vibrator and remove the ribbon from it. Now lift out the left-hand spool and detach the ribbon from the arrow-shaped hook, and also lift out the right-hand spool which contains the ribbon. Take a new ribbon and attach the free end of it to the hook on the empty spool and drop both spools into their hubs and see that they properly fit over the pins. Grasp the ribbon between the thumbs and forefingers and insert the ribbon into the Vibrator. Then close the ribbon spool covers again.

THE TABULATOR STOPS. Tabulators are used for the purpose of paragraphing, typing salutations and subscriptions, etc., in the usual correspondence work, and also for typing columns of figures. The tabulator rod is located to the rear of the marginal stop rod. The scale on the rod is calibrated to correspond with the other front scales and is intended for setting the stops at the required position. The stops on the rod can be removed by lifting them up and re-set at any desired points at which it is desired to stop the carriage. When the tabulator is depressed, the connecting mechanism is brought into action and the Tabulator Rack Lift Lever lifts the carriage rack, thereby disconnecting it from the pinion wheel, which frees the carriage to dash to the left. Simultaneously the Centre Stop Post comes forward and obstructs the carriage at the first stop from dashing to the left and so the carriage stops at the first Stop. Thus with each depression of the Tabulator Key, the carriage can be made to jump quickly from one column to another.

Some of the new models are now equipped with five decimal tabulator keys, situated at the top of the keyboard. This device greatly facilitates the setting and clearing of Tabulator Stops. These swinging Tabulator stops are mounted upon the tabulator rack and run the full length of the writing line. The Keyboard is provided with a key called "Tab Set Key" which, upon depression automatically sets the stops in the desired position. When it is necessary to clear the Tabulator stops where a new set-up is required, move and hold the Tabulator Stop Clearing Lever forward and move the carriage either to the right or left by means of the Release Levers. This causes the stops to return to their inoperative position.

If it is desired to tabulate a column of figures containing dollars and cents, a tabulor-stop should be set at the position where the decimal point is to appear in each column of figures. When the first key marked with a period (.) is pressed, the carriage will move to the decimal place in an amount to be written. When the key marked 1 is operated, the carriage will move to the place in the amount where the units of dollars are to be written. When the key marked 10 is eperated, the carriage will move to the tens of dollars place. Similarly, each subsequently marked right hand key will cause the impressions to fall successively one space further to the left. The same procedure may be followed for currencies other than the dollar system.

VISIBLE TOUCH CONTROL. The Scale on the right-hand side glass of the machine indicates the degree of tension on the keys of the machine. This may be varied at will by the operator by turning the wheel underneath the rear of the machine, in the proper direction. The movement of the white marks on the scale indicates whether the tension is being increased

### THE ROYAL.

or decreased. The lower numbers mean lighter touch, the higher numbers heavier touch. Consequently, the lower numbers reflect a slower speed and the higher numbers faster. With this device it is possible to adjust the touch to individual preference.

CARRIAGE TENSION. The tension of the carriage can be increased by turning to the left the screw visible through the hole in the left-hand dust plate at the top. To decrease the tension turn it to the right.

REMOVAL OF THE SIDE PANEL GLASS. The side panel glass may be removed if necessary, by using a light pressure from inside near the bottom edge of the glass, where the two clips are in contact with the frame.

### GENERAL.

Possible defects, temporary derangements, their causes and rectification.

#### DEFECTS AND THEIR CAUSES.

REMEDY.

### Defective Paper Feeding.

- 1. When the feed-roll release lever is locked
- 2. Wearing out of the feed-rolls or platen
- 3. When the feed-rolls or the platen become "slick" due to accumulation of foreign matter on their surface
- 4. When the feed-rolls do not spin freely due to lack of lubrication on the feed roll bearings

Release the lock.

Renew the same.

Clean by rubbing with a cloth wet with alcohol.

Apply a drop of oil with a pin on the feed-roll shafts next to each feed-roll. Exercise great care not to get oil on the rubber feed-rolls, as oil will destroy the rubber.

### Defective movement of the Carriage.

- A. The Carriage moves by jerks.
  - 1. When one or more teeth of the escapement wheel, pinion wheel or the carriage rack are broken or worn out
  - 2. When the Loose Dog spring is worn out or lost its temper
  - 3. When the pinion wheel and the rack are out of position
  - 4. When the tension is too high

Replace the defective part.

Renew the spring.

Adjust the same.

Reduce the tension.

### DEFECTS AND THEIR CAUSES.

- B. The Carriage moves sluggishly.
  - 1. When the tension is too low
  - 2. When the Dogs stick or the pinion wheel does not freely turn
  - 3. When the carriage rails or raceways do not allow a free movement of the carriage
  - 4. When the ribbon movement is defective
  - C. The Carriage stops.
    - 1. When the mainspring tension strap is broken or the tension is completely removed
    - 2. When the back space paul fails to return to its normal position after the back spacer is depressed
    - 3. When the rocker does not function properly

#### Defective Ribbon Movement.

- 1. When the impressions become faint
- 2. When the movement of the ribbon is not uniform
- 3. When there is no automatic reverse action

### Defective Type-Bar Movement.

- 1. When the face of the type gets out of gear
- 2. When the type-face becomes worn out or loose
- 3. When the type-bar does not return quickly

### REMEDY.

Increase the tension.

Clean and slightly oil the same.

Clean and oil the rails.

Set right the defects.

Renew the strap and give proper tension.

Adjust the spring attached to the back space paul.

Adjust the Dog Block.

Renew or change the side of the ribbon.

Adjust the ribbon gears.

Adjust the ribbon mechanism or push the crank by hand. Set out the spools to their correct position, if they have been reversed. In the case of Underwood, place the eyelet inside the hub.

Take out the bend with a proper tool or spanner.

Re-solder with a new type.

Clean and remove the dirt from the corresponding type bar slot in the segment and adjust the key lever screw.

#### GENERAL.

### DEFECTS AND THEIR CAUSES.

### Defective Line Spacing.

- 1. When the variable line spacer or cylinder ratchet release is locked
- 2. When the teeth of the cylinder ratchet, or the line space paul are worn out
- 3. When the spring in the line space lever is broken or worn out

### Defective Ringing of the Bell.

When the bell does not ring properly

### Defective Left Margin.

- 1. When the carriage is pushed to the left with too much or too little force
- 2. When the left margin stop is not properly set on the rod

### Defective Alignment.

- 1. When the letters fall out of their place in the line, i.e., some of them being too high and others too low
- 2. When the capitals are out of alignment owing to releasing the shift key before the character key is struck, or of insufficient pressure
- 3. When bad alignment is due to the defect of the type-bar or type guide

#### REMEDY.

Release the levers to their normal position.

Renew the same.

Renew the spring.

Adjust the spring attached to the bell hammer or bell trip.

Push the carriage gently till arrested by the left marginal stop.

Set the stop correctly.

Preserve an even touch and avoid undue amount of force in the depression of the keys.

Press the shift keys properly and release after striking the capital letters.

Adjust the type guide and straighten the type-bar bend.



# QUESTIONS.

- 1. What is the principle of fingering?
- 2. Make a rough drawing of the right and left-hands and indicate upon each finger the keys to be struck by them.
- 3. Why two shift keys are necessary? Describe the action of the shift key lock.
- 4. Show the carriage, name all the important parts and explain their uses in detail.
- 5. Explain the step by step movement of the carriage.
- 6. Describe the action of the type-bar when a key button is depressed.
- 7. What is a back spacer? Describe its action.
- 8. What happens to the carriage after a letter has been struck?
- 9. When the carriage is at rest what is it that prevents its movement?
- 10. What are the respective uses of the rack and pinion wheel?
- 11. Describe the bell mechanism. Why is the bell warning intended?
- 12. Adjust the carriage so that the bell warns at 70.
- 13. What is meant by 'Locking Action'? Explain the action of the line lock release.
- 14. What is meant technically by the word "Dog"? Is your machine equipped with Dogs?

  If so, state how many, and describe their function.
- 15. State the uses of Line Space Lever. What difference is there in returning the carriage by the carriage release and by the Line Space Lever?
- 16. State the function of the marginal stops.
- 17. Show how to write marginal notes on both the sides without disturbing the permanent margins. What precautions are to be taken when typing marginal notes?
- 18. Give as many instances as you can of the Variable Line Spacer?
- 19. Why is the Universal Bar so called? What are its uses? Where is it located?
- 20. What is the purpose of the Mainspring? How is the force of the mainspring communicated to the carriage and the escapement mechanism?
- 21. Show how to increase and decrease the carriage tension.
- 22. What is the purpose of the ribbon? Explain its various movements?
- 23. Explain the lengthwise movement of the ribbon.
- 24. Explain the automatic ribbon reverse movement.
- 25. Describe the process of putting a new ribbon.
- 26. What functions are served by the ribbon shield?
- 27. What devices are there to utilise the entire surface of the ribbon?
- 28. Can you ascertain without operation into what spool the ribbon collects?
- 29. Does the ribbon move in the following cases?
  - (a) when the carriage travels to the left.
  - (b) when the carriage is drawn to the right.
  - (c) when the space bar is operated.
  - (d) when the back spacer is operated.
- 30. You can push the carriage to the right but not to the left. Why?

### QUESTIONS.

- 31. How many important tensions do you find in a typewriter? How do you increase or decrease these tensions?
- 32. Explain the function and working of the tabulator key? Set the Tabular Stops so that the carriage stops at 25, 35, 45 and 55th degrees on the scale.
- 33. How do you account for the paper passing into the machine unevenly? How may the defect be remedied?
- 34. What is the cause of irregular line spacing and uneven margins?
- 35. Mention three possible causes of temporary breakdown of a typewriter and the adjustments you would make to remedy them.
- 36. In how many different ways can you bring the carriage to the left and right?
- 37. What are the remedies to be done when the carriage makes a slow and sluggish movement?
- 38. In how many directions does the loose dog work?
- 39. What are the uses of paper-shelf and paper-side guide?
- 40. How do you account for the type-bars not striking the platen properly to give impressions? What remedies do you suggest?
- 41. What is the object of scales?
- 42. Show how to throw the ribbon out of action when cutting stencils and explain its mechanism.
- 43. Why is only one type produced at a time though there are two characters mounted on each type? What is meant by the term 'dead-key'?
- 44. Explain the function of feed rolls and paper fingers?
- 45. How is the Space Bar connected to the escapement mechanism?
- 46. What peculiarities will you notice on the machine?
  - (a) when the loose dog spring is removed
  - (b) when the click on the pinion wheel is removed
  - (c) when the Universal Bar is removed
  - (d) when the mainspring strap is cut off
- 47. What parts are brought into action?
  - (a) when you press the space bar
  - (b) when you press a key button
  - (c) when you press the tabulator key
  - (d) when you press the back spacer
- 48. What changes do you find in the action of the carriage?
  - (a) when there is no loose dog
  - (b) when there is no rigid dog
  - (c) when both the dogs are loose dogs
  - (d) when both the dogs are rigid dogs
- 49. Describe the various causes for the stopping of the carriage in the course of your work and suggest remedies.
- 50. State the causes and remedies for bad alignment.

### CHAPTER X.

# PREPARATION FOR EXAMINATION.

# HINTS TO EXAMINEES.

As the author has had a fairly long experience as a teacher and examiner in Type-writing, it is considered that the following suggestions might prove helpful to examination-going candidates, firstly in acquiring the necessary knowledge, and secondly in utilising it to the best advantage in the examination room. The student is strongly urged that, from the commencement, he should study the principles and practise typewriting methodically, under the guidance of an adept teacher.

Preparation. The selection of a suitable text-book would naturally rest with your teacher, but the study of as many standard books as possible dealing with typewriting is advised. Have a perfect control over the keyboard. Adhere to the "rhythmic" method of typing as explained in this text book. A thorough knowledge of the mechanical construction of the machine, such as insertion, adjustment and removal of the paper, adjustment of line space and margin regulators, is of very great importance.

Study the correct use of various characters for special requirements. The rules of punctuation, spelling, syllabification, capitalisation, paragraphing, centering and display should be thoroughly learnt. Get yourself acquainted with the tabulator with a view to save much time which would otherwise be wasted in operating the space bar. Economise even seconds, as the seconds soon make minutes, and minutes may mean a failure to complete your paper in time.

The examination should have no terror to the examinee. Examination Room contrary, he should enter the examination room with the fullest confidence in his ability to Some candidates feel nervous on entering the examination hall or on satisfy the examiners. beginning to type. Some excite themselves before entering the hall. This should be avoided. The candidates should enter the room at least ten minutes before the examination, and arrange the seat where good light falls both on the machine and on the question papers. should preferably fall from the back or from the left side. See that the desk upon which the machine is placed and the chair on which you are to sit are of suitable height and are not rickety or shaky. Provide yourself with red ink, pen, pencil, eraser, blotting paper, ruler, penknife, the required number of carbon sheets and a few sheets of plain paper. Where copyholders are not supplied, it is advisable to use a flat piece of metal of the width of the question paper to serve as line guide. Insert a sheet and type a few lines and see that the machine is in perfect working order and the impressions of the ribbon are clear.

Examination Paper. The first paper is a speed test of fifteen minutes' duration. In their desire to type at high speed, candidates exceed the limit at which they are able to type correctly and thus commit errors. This should be carefully avoided by observing the following simple rules: (1) Begin at something less than your normal rate and then gradually increase your speed when you feel perfectly comfortable. (2) If you should make an error, let it go; you cannot do anything, and worry won't correct it. (3) Do not be concerned if your neighbour appears to be faster than you are; in other words, ignore every outside influence and concentrate solely upon the task in hand. (4) Do not get excited or nervous. Adjust the marginal stops

### HINTS TO EXAMINEES.

at 15 and 75 and use double-spacing with treble-spacing for paragraphs. An indent of five to seven spaces should be given at the beginning of paragraphs. Do not leave less than 5 or more than 7 spaces for paragraphs. Carefully note the paper approaching the bottom. On a second sheet type the page number in the centre and then commence. Leave sufficient space at the top before typing the number of the page. It is advisable to have a light pencil mark in the answer paper at the place where the last line should be typed, so that the work is not made ugly by typing to the very bottom edge. Make a pencil mark in the question paper where the last word has been typed on a page. Commence from the succeeding word on the next page.

On completing the speed test, type your examination number, the name and number of the model of the machine, grade and centre on the right-half of the outer sheet and then securely

fasten the sheets and hand them over to the Superintendent.

Before commencing the second paper read all the directions. Select the questions about which you feel most confident and type them first. Before typing the manuscripts read them thoroughly and understand all the contractions and abbreviations. Learn the correct arrangement of the letter or document given in the question. See that each answer is properly centered on a separate sheet and neatly tabulated. The questions requiring carbon copies generally carry more marks than others and so these should be carefully typed.

Statements, balance sheets, etc., requiring rulings should be carefully ruled, as many examinees rule so clumsily as to spoil the neat appearance of the work. All ruling should be

done lightly with red ink.

Neatness. Many candidates seem to think that neatness and methodical arrangement of answers are unnecessary. In the opinion of the author tidiness and a methodical setting out of the work are essential as they carry more marks than the slovenly answers submitted by the examinees. Marks are deducted by the examiners for mistakes of the following kinds:—

Omission of space between words, omission of punctuation marks, omission of letters in a word, wrong spelling and syllabification, bad alignment due to hasty pressing and release of the shift keys, repetition of words, transposition of letters or words, clumsy erasures, over-typing, scoring by the letter 'x', bad centering of head-lines, misplacement of figures, failure to expand abbreviations, defective and dirty carbon copies, etc. The examinees should therefore avoid such mistakes in their answers.

Do not leave the examination room until the last minute. After carefully revising your work, arrange all the sheets in order, and put the question numbers on them and securely fasten the sheets by means of a paper-fastener and type the examination number, the name and number of the model of the machine, grade and centre, as usual on the outer right-half of the sheet and hand them on to the Superintendent.

Oral and Practical Examination. Many candidates think that the oral and practical examination is a nominal affair for which no preparation is necessary; while others commence to study only a day or two before the examination. As a result of this carelessness, candidates plead ignorance of simple matters on mechanism and fail to satisfy the examiners. Students should learn to do such practical things as the removal and replacement of ribbon, cleaning and oiling of the machine and envelope-addressing and the action of the essential working parts, etc., when they have learnt the first principles and progressed through the first few lessons.

Conclusion. In conclusion, it need only be said that if the candidate has studied and practised on the lines indicated above he may rest assured that he will be able to acquit himself

well at examinations and to give satisfaction to his prospective employer.

# SYLLABUS.

### LOWER GRADE EXAMINATION.

- 1. First Paper Speed Test:—To typewrite an ordinary printed passage containing 375 words. Special attention must be paid to accuracy and neatness of execution. Time 15 minutes.
- 2. Second Paper:—To type correctly from manuscript matter statistical tables, invoices and similar documents, filling in blank forms. Candidate's power of spacing and display will also be tested. To type correctly, taking not more than three carbon copies by means of carbon paper, a rough and unarranged draft in manuscript (lithograph) of official or commercial correspondence containing mis-spellings, bad punctuation and common abbreviations and consisting of at least two letters, not exceeding 550 words in all. Time One hour and thirty minutes.
- 3. An oral and practical examination, including the mechanism, embracing the following: simple questions on fingering and manipulation, names of essential working parts and their functions, inking device, renewal of ribbon, cleaning oiling and care of the machine; possible defects and temporary derangements; their causes and rectification; and envelope addressing.

Note:—Presence of more than 5 per cent of errors or omissions in the transcription may be taken to indicate that the standard has not been reached.

						Max.		<b></b>
I Paper			m			100	1st class. 75 75	2nd class. 45 45
II ,, Oral and practi	cal examination	s including med	hanism.			100	75	45
				Total	•••	300	225	135

Note:—The syllabus prescribed for the S. S. L. C. Public Examination is the same as that of Lower Grade but in the second paper the statements are printed. The scheme of marking is as follows:—

### HIGHER GRADE EXAMINATION.

- 1. First Paper Speed Test:—To typewrite a passage of 600 words. Special attention must be paid to accuracy and neatness. Time—15 minutes.
- 2. Second Paper:—This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and abbreviations. One of the compulsory questions will be to typewrite in proper form, taking not more than four copies with carbon paper, from confused and abbreviated rough manuscripts (lithographed) To typewrite advanced tabular or other matter such as invoices, balance sheets and statistical tables from manuscripts (lithographed), to display and rule up where necessary. Time One hour and a half.
- 3. An oral and practical examination, including, mechanism, embracing the following: simple questions on the manipulation and care of the machine; possible defects and temporary derangements; their causes and rectification; alignment, tension, inking devices, marginal notes, the methods of spacing, and stencil cutting and the taking of duplicates.

Note:—The presence of more than 4 per cent of errors or omissions in the transcription may be taken to indicate that the standard has not been reached. The Scheme of marking is the same as for Lower Grade.

# QUESTION PAPERS.

### S. S. L. C. PUBLIC EXAMINATION.

#### MARCH 1932.

### EDUCATIONAL PROBLEMS.

At a recent Conference in London on Education in the British Commonwealth convened by the New Education Fellowship, Sir Percy Nunn, the President, gave an address on the need for an Institute of Education, largely intended for the study of education problems of the whole Commonwealth. Sir Percy Nunn is well known in India as a stimulating writer on education and as a Principal of a Training College which attracts many Indian students. A prominent and influential figure in London University circles, he is in a good position to know what that University can and ought to contribute towards such a scheme. His cooperation in the various technical inquiries of the Consultative Committee has brought him into close touch with the Board of Education, His work on the Advisory Committee on Education in the Colonies, and his control of the training of those selected for educational work under Colonial Governments, have enabled him to study from within the problem of overseas education. He is therefore peculiarly fitted to give enthusiastic advice on such a subject. During the past two years I have been lucky enough to get from him, first hand, his views on this fascinating question, and I am therefore in a position to amplify his necessarily compressed letter with an assurance that he welcomes the greatest possible publicity for his ideas. I depend also for inspiration on some articles on the same subject contributed to The Spectator, and other journals by Professor F. Clarke, head of the Education Department at McGill University, Montreal. Educated in England, Professor Clarke, while holding professional chairs in South Africa and Canada.

has had ample opportunities for meditation on the cultured relations that exist, or that ought to exist, between the Dominions and the Mother Country. Such relations would be studied scientifically and objectively in the Institute which is contemplated. Viewed at present spasmodically in occasional conferences and with a subjective and racial bias, they are becoming the source of uneasy suspicion.

It is amazing and yet characteristically British that there is within the Empire no original institution or body which is studying the cultural and educational problems and interrelations of the Empire's component parts.

MARCH 1933.

### SECONDARY EDUCATION.

Generally speaking, the object of secondary education is two-fold, namely, to provide varied forms of training for life and employment suitable for the large numbers of pupils of differing attainments and circumstances in the secondary stage, and to secure for them the qualification for entry into the University course. majority of students leaving secondary schools are generally inclined to seek some kind of employment or other. But unfortunately the training given to them in secondary schools does not give them the necessary equipment for any particular calling. The products of the existing schools are accentuating the acuteness of the problem of unemployment. of Government service is still potent, but the This acuteness of the posts are limited. problem of unemployment can, to an appreciable extent, be minimized by the introduction of technical and industrial instruction in secondary schools. A student well-trained in a secondary school has a better chance of making

a good start in life than one who is the victim of fluctuating educational policy.

Mr. H. Ramsbotham M.P., Parliamentary Secretary to the Board of Education, in the course of his presidential address, said that the mass of vocations in any civilized country, consisted of occupations in industry, commerce, and agriculture, and the problem of how far the present system of secondary education was fitting boys and girls to give the best service to those occupations, had arrested the attention of leaders of thought and practice both in the spheres of education and of industry, commerce, and agriculture, and that by careful thought and experiment they could improve the position.

If the captains of industry be in touch with the educational authorities, it may be possible to evolve a system of industrial education in secondary schools to suit the requirements of the local industries and train students in such a way as to make them competent recruits for the industrial organizations concerned. may take some time before the industrial development in the country has reached a stage when it could absorb well-trained young men in the profession. Though the present outlook is not very encouraging, progress of industrial training cannot be delayed. A good general education and vocational training should go hand in hand in all well-organized secondary schools in the country, if secondary education should fulfil its object.

# MARCH 1934. WOMEN'S EDUCATION.

It is very significant that during the last two or three years several enquiries have been conducted in various provinces in India regarding important problems connected with the education of girls. The question has given rise to sharp differences of opinion in countries in the West where women's education has at the present day reached striking developments. Naturally enough the results of the investiga-

tions made in India do not always clearly indicate the lines on which progress should be. attempted. After a reference to the fact that the cause of women has recently gained striking attention in India and to the splendid work done by women in various spheres of life, the President dealt at length on the aims of women's education in India. In his view, which is of course very generally held by thinking persons. women must take their due place in the life of the country as responsible citizens. While women should secure rights and duties of citizenship, those unpleasant features of social life in Western countries should be avoided in India. It is therefore necessary that our educated women should take care to hold on to our country's best traditions and national characteristics, imbibing only what is good and essential for their progress and that of their country in the world of to-day. It is only by a happy blending of the best in the past and the present that women can successfully work for the regeneration of India. Reform is necessary for progress, but it should not be understood to mean the introduction of habits and customs which are totally opposed in spirit and in form to our ancient civilization. The President. while welcoming separate educational institutions, is not against co-education; on the other hand, he considers that owing to the poverty of India, co-education would be a necessity for quite a number of years to come. In the Punjab, according to the Punjab University Enquiry Committee Report, the Punjab University Union was in favour of co-education. It reported that 'not only would it terminate the inferiority complex, from which the Punjab student generally suffers when in the presence of ladies', but it would also get rid of the various represses and complexes which have such a bad psychological effect.

### MAROH 1935. PUBLIC PARKS.

There is nothing in which our cities should take more pride than in their public parks.

The rapid abandonment of the open spaces of the country for the huddled quarters of the city brings a number of peculiar evils—the insanitary effect of crowding, the ugliness of paved streets and long rows of houses all alike, and the lack of healthful exercise.

The opening of small parks and squares in densely-inhabited quarters has been followed by a notable decrease of mortality. One reason for this is that they serve as reservoirs for pure A foul atmosphere weakens the vitality and makes it harder for the individual to resist Another reason is the undoubted disease. sanitary use of trees. A border of trees around a city is a great hindrance to the entrance of epidemics. Experienced travellers in countries where malaria prevails locate their nightly camps in places cut off by groves from pestilential swamps. Moreover, by the even temperature which they keep, trees help much to mitigate the summer heat and the winter cold. So much for the economic and sanitary value But their artistic value is even of parks. greater.

The ideal park is so planned to show Nature in as many aspects as may be reproduced. In the heart of a city, it is so laid out that the visitors will catch no glimpse of surrounding buildings. Hills are raised and trees are planted to give a mysterious effect of farther distances. The tract is made to seem much more extensive than it really is. plans provide an agreeable combination of woodlands and open fields, miniature cliffs and gentle eminences. The impression of the whole is reposeful, but interest is aroused at every turn by something new - a contrast in colour or in form. Flowering plants and shrubs are set out in profusion, but not to bewilder. Every view offers a suggestion; even the formal gardens - which represent the most artificial school of landscape architecture—are approved by the eye. In tangled tracts, here and there, Nature is left to herself, but the gradations between her handiwork and that of man are so easy that there is no sense of a comparison between the artificial and the real.

### LOWER GRADE EXAMINATION.

#### APRIL 1932.

The steady and solid progress of the cooperative movement is by degrees providing
the necessary foundation for a corresponding
progress in scientific agriculture. The means
of the Indian cultivator are very limited,
and in most cases do not permit of outlay
either upon improved agricultural implements,
or upon expensive fertilisers necessary for
supplementing soil deficiencies. The Indian
cultivator needs improved seed, improved tools,
and improved methods; and unless these can
be placed at his disposal, he cannot be expected to achieve much progress.

The help which the co-operative system can afford in overcoming these difficulties is undoubted, and the prospect of future prosperity which it opens up to the peasant is

most encouraging. At present, since his means are small, the Indian agriculturist often fears to take up new methods until he is convinced beyond all possibility of doubt that he is going to do much better without a large extra expenditure of labour and of money. But in his case it is not merely a question of poverty and under-capitalisation.

The world's progress is affecting agriculture equally with other occupations, and unless the agriculturist can be equipped with the knowledge, as well as the capital, for developing the resources at his disposal, it is difficult to see how he will in future support his share of the economic burden from which no nation on the road of self-government can escape.

Moreover, the economic upheaval resulting from the war has thrust agriculture into the foreground and has intensified the demand in India for higher production. During recent years, an extraordinary change has taken place in the position which the Department of Agriculture occupies relative to the agricultural population. In many places, the cultivator has already learnt to look on the agricultural expert as a friend and a guide, and his old attitude of suspicion towards new methods is beginning to be substantially modified. When the successes of such methods can be quickly and plainly demonstrated, they spread with remarkable rapidity.

In Southern India, the willingness of the agriculturist to learn how to improve the quantity and quality of his crops is being hailed by those in a position to form a sound judgment of the matter as the dawn of an era of intensive cultivation.

#### APRIL 1933.

Over nine months ago, the British Government, through the mouth of the Chancellor of the Exchequer, announced that they would "welcome a rise in wholesale prices." The criticism, which is frequently heard, that nothing has been done to translate this desire into practice is not altogether just. A recovery in prices depends on the stimulation of demand, for it remains broadly true that prices respond to the varying relation between demand and supply, though this relation is rarely the same as the relation between the desires of consumers and the volume of production.

Demand, in short, in the economic sense, means orders, not wants, and the volume of orders is popularly known as "effective demand." In so far as effective demand has been checked—and it is being severely checked—by such factors as financial or monetary instability, exchange restrictions, huge international debts, and public extravagance involving confiscatory taxation, the Government have done their best, with some partial success to

restore conditions under which a rise in the world level of prices will become possible. Moreover, pending further developments of an international policy, they have done something to prevent a further fall in prices within the areas which they control or can influence: though in this matter their policy has been to restrict competitive supplies rather than to stimulate effective demand. This policy has also had some success in so far as the deterioration in trade and industry visible in so many other countries has not been reflected in Great Britain. But there are still two and three quarter million unemployed; the prospect of general international collaboration cannot be realized quickly; and both the present situation and the future prospects have impelled many to ask whether something more cannot be done by the British Government without waiting for the co-operation of others.

It is suggested, perhaps with some precipitancy, that stimulus of cheap money and of a protectionist policy has not proved effective in convincing either producers or consumers that prices have reached rockbottom, that the economy which was at one time necessary to secure stability has seriously diminished purchasing power, and that in the words of Professor Pigou, "the engines have been reversed long enough and it is time to move cautiously forward."

### JULY 1933.

"The universal slump and fifteen years of sober reflection have opened Japan's eyes to the real and false values of her purblind copying of the West. She had not only imitated its vices, but she had neglected her own indigenous culture, which she now saw to be superior. In gaining the West she had almost lost her own soul. Hence a wave of nationalisim of a new type with rather violent reactions against anything foreign. The American Exclusion Law also aroused much hostility,

and is resented even more than the unnecessary meddling in Manchuria by the already discredited League of Nations. . ." All this is now aggravated by the serious economic stress, and the stupendous growth of unemployment among her intellectuals. "Japan's old problem was to provide education enough. To-day her concern is to check the dangers arising from the very education so generously provided. . . Not on the fields of Manchuria, as the world thinks, is her future being really fought out, but in her schoolrooms." The danger seems to lie in the fact that this immense, disgruntled proletariat of graduates is turning in despair to Communism—or Fascism. Potent causes of dissatisfaction are "abuses of the gravest nature in many of the numberless private institutions." Various solutions have been proposed, but the most recent, and most drastic, is that of the present Minister of Education, who, "with all thinking Japanese, realizes that the source of the gravest problem lies in the multiplicity of private colleges and universities with their teeming thousands of students, who graduate with a very low standard of culture and self-reliance, often from bogus colleges, which, in a desperate effort to recruit students, have stooped to charlatanism and cheap-jack tricks anathema to the true educationist." The proposal, therefore, is to reduce by one-half the number of those entering schools of law, literature, political economy, and commerce in the Imperial universities and private insti-This would mean a yearly reduction of 10,000 students—to swell the ranks of the unemployed! Meanwhile the population is rapidly increasing, and birth-control is taboo. What then, of the future? The outlook is not hopeful." There seems little or no possibility of the present form of government sincerely, desiring the necessary educational reforms."

### **OCTOBER** 1933.

Markets in India are numerous. In Behar and Orissa, for instance, there are no

less than 432 principal markets and 2,464 minor markets. In all Provinces, markets vary greatly in character and importance. At one end of the scale are the elaborate modern mandis of the Punjab canal colonies which consist of a set of shops built round three or four sides of a rectangle, a wide brick pavement being provided for unloading, examining, cleaning, weighing and bagging the grain. In front of the pavement, there is a wide metalled road surrounding an open space used for parking carts. The market is as near to the railway goods platform as possible and sometimes a railway siding runs into it. In such markets, grain is the main product sold. Cotton on the way to the market is frequently intercepted by the agents of the ginners who also, to an increasing extent, buy it before it leaves the village. Cotton brought into the market is nominally sold there before being carted to the ginneries where the real sale takes place. Adjacent to the grain markets are cotton ginneries, a market for imported timber, iron and steel, and bazaars, the shops in which supply everything that the cultivator requires and which is not available in his own village. At the other end of the scale are the village markets which are often little more than open spaces with accommodation of a very temporary character.

The organization of the different markets also varies widely. In Behar and Orissa, all the markets are privately owned, the rents or tolls are levied by the landholder on whose lands they are situated or by a person who holds a lease from him. In most provinces, there are both public and private markets, the former being directly under the control of a District Board or a Municipality and the latter being licensed by the local authority concerned. It is only in Berar that the constitution of markets is regulated by special legislation, the Berar Cotton and Grain Markets law of 1897, and that their management is entrusted to elected committees. An

Act for the regulation of cotton markets in the Bombay Presidency has been recently passed by the Legislative Council of that Province.

#### JANUARY 1934.

Many intelligent and interesting methods are adopted by persons to defraud public. Such frauds have far-reaching effects when they are perpetrated by persons in high position. For instance, a gentleman who considered banks to be easy game opened an account with a very small amount and after various small amounts had been paid in and withdrawn, got down to business. He paid in at one end of the counter a large amount in notes while at the other end of the counter a few minutes later, his accomplice presented an open cheque for a similar amount. teller to whom the cheque was presented went to consult the ledger and found only a small balance standing to the credit of the account. since the cash which had just been paid in had not been credited. Payment of the cheque was refused and the customer waxed very indignant at this and eventually obtained substantial compensation from the bank for damage to his financial reputation.

The last examples of fraud, to which I have given the rather paradoxical name of "genuine forgeries," are the Hatry case and the Marang frauds on the Bank of Portugal. The methods employed in these two cases were much the same. Hatry, through his company, Corporation and General Securities. Ltd., was entrusted with the issue to the public of perfectly genuine loans on behalf of various municipal corporations. He also had charge of the issue of the scrip certificates to the subscribers. He ordered an excessive supply of these certificates from the printer and affixed the Corporation's seal, of which he had possession, to these surplus certificates. He then proceeded to sell on the Stock Exchange

blocks of these Corporation loans, delivering to the purchasers the certificates which he had prepared. These certificates could hardly be described as forgeries, since they were printed from the same plates as the certificates issued to bona fide bond-holders. The amount involved ran into millions of pounds and a financial crisis of the first magnitude was only averted by the Stock Exchange opening a fund to compensate the holders of these unauthorized certificates for their loss. Hatry, together with his accomplices, was tried at the Old Baily and sentenced to 14 years penal servitude.

### APRIL 1934.

He only finds peace who conquers himself, who strives, day by day, after greater self-possession, greater self-control, greater calmness of mind. One can only be a joy to himself and a blessing to others in the measure that he has command of himself; and such self-command is gained only by persistent practice. A man must conquer his weaknesses by daily effort; he must understand them and study how to eliminate them from his character; and if he continues to strive, not giving way, he will gradually become victorious; and each little victory gained (though there is a sense in which no victory can be called little) will be so much more calmness acquired and added to his character as an eternal possession. He will thus make himself strong and capable and blessed, fit to perform his duties faultlessly, and to meet all events with an untroubled spirit. But even if he does not, in this life, reach that supreme calm which no shock can disturb, he will become sufficiently self-possessed and pure to enable him to fight the battle of life fearlessly, and to leave the world a little richer for having known the benignity of his presence.

By constantly overcoming self, a man gains a knowledge of the subtle intricacies of his mind; and it is this divine knowledge which enables him to become established in calmness. Without self-knowledge there can be no abiding peace of mind, and those who are carried away by tempestuous passions, cannot approach the holy place where calmness reigns. The weak man is like one who, having mounted a fiery steed, allows it to run away with him, and carry him whithersoever it wills; the strong man is like one who, having mounted the steed, governs it with a masterly hand, and makes it go in whatever direction, and at whatever speed he commands.

Calmness is the crowning beauty of a character that has become, or is becoming, divine, and is restful and peace-giving to all who come in contact with it. Those who are still in their weakness and doubt, find the presence of the calm mind restful to their troubled minds, inspiring to their faltering feet, and rich with healing and comfort in their hour of sorrow.

### JULY 1934.

The quick Indian twilight is going and it is worth while turning away from the camp for a final look at the countryside. Impossible not to be affected by the poetry of the return of man and beast to home and byre which moved the classical poet such centuries ago, and which is common to all countrysides. But here the appeal, reduced to so extreme a simplicity, has the pathos of contentment with so little.

In a great haze of dust the buffaloes are lumbering home. All day the huge brutes have been in charge of a couple of tiny boys, who have whiled away the long hours in snaring lizards, and in setting the very queer insects known as praying mantises to fight. The cows come in under more responsible control and will presently be mulcted of the pitiful quantity they are capable of yielding. If a cow's calf is dead a calf-skin

stuffed with straw, in a manner that would deceive nobody, will be set beside the cow to encourage it to yield milk. The few goats are urgent for home, being intelligent enough to know what creatures begin to prowl a few moments after the sun is down. A jackal raises its horrid voice out of a field, another answers it, and yet another, and in a moment a bedlamite chorus is in full swing. smoke rises ever more thickly from the village, not, be it understood from chimneys, for there are no fires in the interiors of the huts, but from certain small fires outside and from one great bonfire by which the wearied workers toast themselves for a little while before their very early retirement. To these people also, with so little upon, with such racking anxieties about the things that make or mar a harvest, to them also there comes the hour of repose, of gossip with the burdens of the day dropped and the body too contented with rest for the mind to question the justice of their lot.

And the white man, too, turns to his camp, goes into the dining-room tent, of which he will have the use for only some three hours until it is unpitched, to eat, drink, and rest.

### OCTOBER 1934.

The man responsible for the introduction of Braille into most blind institutions in Britain and the continent and also in America was Dr. Thomas Rhodes Armitage, who began his great campaign forty years after its invention. He himself had very poor sight, and was obliged to rely upon his fingers for his own reading. In 1868 he gathered around him a band of disinterested and leisured blind men and set about the task of discovering which of all the available types was the most suitable. As a result of further experiments a unanimous verdict was given in favour of Braille.

The education of the blind in South India

began in 1887 at Palamcottah, where Miss Asquith of the Sarah Tucker College made a beginning with one blind girl. This institution is still in the forefront, and is the largest in South India. Miss Asquith set herself the task of transcribing Tamil into Braille, and so successful were her efforts that the code in use to-day is similar to that used by her, but it has been revised and regulated by Mr. Speight, who is the present Principal of the institution. From small beginnings work for the blind has made steady progress and the establishment of the Victory Memorial Blind School at Poonamalle in November 1930 was but an extension of the work so well begun at Palamcottah.

Nowadays education has no more "bread and butter" aim, but that aim must of necessity be kept in mind. The aim is to fit the blind person, mentally and morally, to take his proper place in society and to contribute his quota to the common weal. The curriculum is as similar as possible to that obtaining in schools for seeing children, and nothing is done for the blind child which he himself ought to be able to do. Institution life tends to narrow the outlook, so care is taken to encourage the inmates to cultivate as many outside interests as possible. Great stress is rightly laid upon the physical development, and those strange habits which often accompany blindness are ruthlessly eradicated, so that except for his handicap a blind man conducts himself as a normal being and has the fullest opportunity to make his contribution to the state.

#### JANUARY 1935.

It is a popular notion that reporting takes something of the character of a perpetual holiday, that there is more amusement than labour in it. Whereas of all professions, this is perhaps the most exhausting.

Speaking at the second annual dinner of

the Newspaper Press Fund in 1865, Charles Dickens, the famous novelist, related his adventures while on The Morning Chronicle. He said: "I have often transcribed for the printer, from my shorthand notes, important public speeches in which strictest accuracy was required and a mistake wherein would have been to a young man severely compromising. writing on the palm of my hand, by the light of a dark lantern, in a post-chaise and four. galloping across a wild country and through dead of night at the then surprising rate of fifteen miles an hour. An election speech of Lord John Russell at the Devonshire contest in 1863 I have had to record in the midst of lively fight maintained 'by all the vagabonds in that division' and under such a pelting rain that I remember two good-natured colleagues who chanced to be at leisure held a pockethandkerchief over my note-book after the fashion of a State canopy in an ecclesiastical procession. I have worn my feet standing to write in a preposterous pen in the old House of Lords, where we used to be huddled together like so many sheep-kept in waiting, say, until the Woolsack might want re-stuffing. have been in my time belated in miry by-roads, towards the small hours, 40 or 50 miles from London, in a wheelless carriage, with exhausted horses and drunken post-boys and got back in time for publication to be received with never forgotten compliments by the Editor-in-Chief."

These exploits are doubtless interesting; but in the reporter of nowadays they arouse no surprise. For, has he not often in the course of his duty to go through more exciting experiences than ever fell to the lot of the author of Pickwick? He has to be courageous, sharp as a hawk, mentally untiring and physically enduring. His is a strange career with constant predicaments, difficulties and anxieties; but it is attractive and fascinating to many because of its wondrous variety.

#### APRIL 1935.

### COLUMBIA UNIVERSITY.

The Annual Report which the President of the Columbia University submits to the Trustees generally shows certain striking features. There is an attempt made to explain the new role which the Universities are called upon to play under the rapidly changing modern conditions. The Report for 1932 refers to the work of the University and of its professors during the year with a pardonable pride. One important point which the President urges upon the attention of the University is the task of the University in regard to the present economic situation. He thinks that the two parts of our economic mechanism, the technique of production and the technique of exchange, have evolved, not in interdependence but in semi-independence, each of the other, with the result that they do not function in harmony for the service of the society. President pleads that it would be an act worthy of Columbia University and one with the greatest potentiality of public service, were it now possible to form a group, composed in part of members of the University staff and in part of others outside our ranks, to attack this problem without delay in confidence and expectation that they would be able, in co-operation, to think this question through and to offer some firm and sound ground on which its solution could be built.

While dealing with the importance of liberal education the Report points out the need for making provision for vocational education in separate vocational colleges of the University. This idea is advocated with the object of relieving undue pressure on its arts colleges and of keeping "out of the liberal arts colleges students who have no real wish to be there and who therefore should not be there." The value of academic residence is emphasised and the halls of residence provided for the scholars are

regarded as an educational necessity. The remarks relating to tests of academic performance are interesting. It is suggested that the candidate's intellectual performance should not have preference over his character and good manners. The Report points out the need for a complete overhauling of the University's point of view, in order that it may readjust all these and adapt them to the changed circumstances at present.

### JULY 1935. PEACE OR WAR?

The most urgent problem of modern times is whether peace can be maintained by the collective system through the League of Nations or by individual national defence. Sooner or later, it will affect every man and woman in the country and it will be difficult, if not impossible, to decide when peace or war is a matter of hours. whole object and purpose of the Peace Ballot was to put this issue before the public and to record their opinion. This national referendum has been a democratic experiment of major magnitude and importance. For the first time in the history of British people, an opportunity occurred of making themselves heard on a crucial issue other than, and above, party politics and in an atmosphere free from civil The size and quality of that answer strife. has amazed even those who believed that thinking opinion in this country still supported this international organization.

Early in 1934 it appeared as though this wonderful machinery was dead. The Disarmament Conference had reached a dead-lock and the possibility of another world-war was seriously discussed. Many people including well-informed journalists apprehended that Great Britain no longer stood behind the League, in spite of repeated ministerialist statements to the contrary. A popular demonstration of British loyalty was imperative. It was due to the vision of Viscount Cecil that this

idea was implemented on a national scale; by the courage of organizers and the thirty-eight co-operative societies and the devotion of approximately half-a-million voluntary workers and over 1,000 local committees, it was carried into effect in every parliamentary constituency in the United Kingdom.

Undoubtedly, European events during the past eighteen months concurrently with the Ballot, gave it a topical background which could not have been better timed from the viewpoint of public awareness. But it has been
more than an expression of belief in principles
and has revealed an intense interest in the new
ideals of world society and a desire to know.
Reports from local secretaries and thousands
of voluntary workers prove, beyond doubt, that
it has been an educative force and "an essential step before order is universally accepted
and war made impossible by a real and fundamental consensus of international opinion."

### HIGHER GRADE PAPERS.

#### DECEMBER 1926.

Indian dignity and Imperial solidarity.

Sir Gangadhar Chitnavis showed a fine sense of statesmanship, as well as a grand Imperial patriotism when he wound up his speech in the Imperial Council on March 17, 1913, by declaring that, if India adopted a system of Imperial Preference with the United Kingdom and the Colonies the "conveniences of life", which she imports, will be as easily accessible to all as hitherto, only "more of them will come from countries with which we are so closely connected—and that is all!"

India does not wish really to purchase her "conveniences of life" from the dumping Japanese and the Dutchmen of Java, rather than from the United Kingdom and the Colonies, for choice. She is awaking to the consciousness of her proud position as the largest and one of the most important constituent States of the Empire; and if Cobdenism will only be reasonable, and allow us to traffic on fair terms of mutual benefit, she has the same sentiment as Canada and Australia and New Zealand and South Africa, and would prefer to deal with "countries with which we are so closely connected." Like Canada in her great Election, so India now refuses to allow the Colden Club to thrust her out of the Imperial sisterhood.

And again Sir Gangadhar showed a beautiful appreciation of India's true dignity when he said: " A Customs Union with the Colonies will gradually secure for us there a better and more dignified position than we now have." He'remembered that, when a great and respected Indian statesman, like the Hon' ble Mr. Gokhale, went to South Africa in person, to plead the cause of his less fortunately situated fellow-countrymen, he was not only courteously received, but was able to break down much of that stupid barrier of prejudice, that had formerly been raised against our British Indian fellow-subjects. It was late Sir Edward Sassoon, M. P., the able and popular Member for Hythe, who spoke with a large personal and inherited knowlege of Indian commercial life, who was never weary of pointing out to his fellow-countrymen (as Sir Gangadhar Chitnavis now does) that the inclusion of India in a great Empire scheme of commercial Preference will involve an important recognition of the status of India as a Sovereign State, ruled by the King Emperor. Within that great Union none will any longer be regarded as "foreigners". At present, when British goods are landed in India beside Japanese or Dutch goods, Cobdenism insists that India shall treat all those goods as the property of the foreigner and tax them equally. And similarly, when Indian goods are landed in England, Cobdenism

does not allow them to be treated as Scottish or Irish goods are treated—they must be treated as "foreign."

As was nobly and pertinently stated by Sir Gangadhar Chitnavis, "There are other advantages to be reaped from Imperial Preference, of which I need but mention one-the solidarity of the Empire". Preference will insist on the solidarity of the Empire and on the equal citizenship of every man, woman and child, that has inherited that privilege. Into the Imperial Commercial Federation of the British Empire, India will enter as a Sovereign State, under her own Emperor and Government, on absolutely equal terms with every other member of that Federation. These may be sentimental considerations but the strength of the feeling, that has been aroused by the unfair and improper treatment of British Indians in the Transvaal, and by similar questions elsewhere, shows clearly enough that these considerations are of infinite importance where national self-respect is concerned-Sir ROPER LETHBRIDGE.

#### DECEMBER 1927.

### Typists, Good and Bad.

The typist in these days looms large in the public eye. She figures in novels, is impersonated on the stage and is the subject of much cheap satire; her shortcomings are plentifully exposed, and are sometimes invented, by irresponsible scribes; occasionally she is openly praised; and however inadequate she may consider the recognition of her merits, she cannot complain that her industry is ignored. That industry is not indeed confined to one Among the world's ablest typists are representatives of both sexes; and the male typist is by no means uncommon or unfamiliar. Yet the quantity of typewriting work that is accomplished by feminine operators is so enormously larger than that performed by the rival sex, that the pronoun that inevitably

comes to the pen's point when the writer is referring to the typist is the pronoun "she". Her occupation is often classed among the unimportant callings. The adjectives attached to the distinctive designation that serves to indicate her work intimate the point of view from which she is regarded. We read of "the humble typist," "the lowly typist," "the modest typist," these adjectives being obviously employed in relation to the calling and not to indicate the moral characteristics of a class.

But the occupation has an importance of its own. It serves a great variety of purposes, and it calls for a corresponding variety of mental equipment. Mere manual dexterity, though that is essential, is the least important element of all. Even that may be acquired in such a way as to make the work a pleasure. or it may be acquired so badly as to make the tasks of the calling intolerably irksome. But the indispensable thing is the result, the outcome of the work. The quality of the typed product depends upon a sound preliminary training in other branches of knowledge. If a girl proves herself able to type a business letter, a drama, an engineer's specification, a brief for counsel and a short story, spelling every word correctly, supplying capital letters and punctuation marks exactly where they should be placed, paragraphing accurately, setting out the whole matter in the way in which it should be, producing in each case a result pleasing to the eye and satisfying to the mind, and accomplishing each task at reasonable speed, her achievement implies several things. It reveals a good working acquaintance with English. It shows a grasp of many different technicalities and therefore a capacity to seize the significance of technicalities. It shows an alert, observant mind, quick to perceive the peculiar requirements of various kinds of work, and able at once to adapt itself to them all. It gives indications of knowledge, thought, and artistic perception —a combination without which the

best results are never achieved. These arethe characteristics of the good typist-one who can be relied on in all circumstances to turn out good work. For such operators there are excellent prospects. The qualities that form the equipment of the versatile typist are those that fit one for many other forms of occupation. "Once a typist always a typist" is emphatically not true of most of the ablest operators. Typing, associated with shorthand, presents enviable opportunities of gaining an insight into every kind of business, profession and occupation

For the imerior typist these opportunities are non-existent. The badly trained, uneducated, careless, unobservant, and unadaptive girl, who has just learned to manipulate a keyboard, may manage to find an unexacting employer who will put up with bad work. But her engagements will be short, her pay poor, and her future problematical.

### DECEMBER 1928.

REPETITION MATTER FOR SPEED PRACTICE.

What is the best method of practice when the object in view is that of enabling the young student of shorthand or typewriting to attain a capacity to write with great rapidity and perfect accuracy in the shortest possible space of time and without any avoidable waste of effort? The question is of perennial interest and it lies behind the discussions which concern the utility of what is called repetition matter. It is a question of method on which there are acute differences of opinion. We do not approach the same problem from the same standpoint. Our experiences have been unlike and our mental habits vary. Students exhibit a surprising diversity of mental and manual capacity and bring to bear upon their practice for speed in shorthand and typewriting intellectual and other attainments that are conspi-A special method of practice cuously unequal. indispensable for some students is wholly unnecessary for others. As opinions are shaped by individual experience, we expect differences of opinion on all practical questions on which differences of experience exist. We shall therefore not find it difficult to understand how it is that repetition matter has its ardent advocates and its emphatic and unyielding oppo-The root source of their disagreement lies in their failure to recognize the limits of their own individual experiences.

Those who object to the use of repetition matter assume that it means the exclusive use of one passage written until the writer can write it at great speed, and that thereupon he is announced as an accomplished writer at that speed. With this strange misconception in their minds they proceed to demonstrate the obvious fact that the same student tested on entirely new matter will not at his first attempt succeed in writing it so rapidly.

What the advocates of repetition matter do is to confine the repetition practice on one passage for a limited period. Then another passage is introduced and the practice continued in this fashion does not exclude other practice by the student, and is far from representing his only practice. It is claimed that it results in the student reaching a high level of attainment sooner than he would if he had never practised twice on the same piece.

We all believe in the efficacy of repeti-We have resorted to it tion within limits. from our infancy. We acquired our capacity to use words by using them repeatedly. Every new word that swam into our ken we seized and displayed it on every opportunity as our proud possession. By repetition we built up our speaking vocabulary. We learnt to write by forming our letters many times, at first slowly with hesitations and blunderings, and finally quickly and with absolute facility. Our speed in writing longhand grew by reason of abundant repetition practice which schoolmasters compelled us to take. We made the multiplication table part of our very mental consti-

tution by dint of repetitions. We are subjected to an amazing amount of repetition work in piano-playing. The thing the mind performed repeatedly it does promptly and with accuracy whenever it is called upon to do it once more. There is absolutely nothing fundamentally different in shorthand and typewriting that what proved valuable in other branches of study becomes useless in their case. It is therefore by dint of performing the same operations on the writing machine repeatedly that we acquire extraordinary manual dexterity which shows itself in our ability to strike with unerring accuracy at considerable speed scattered keys representing letters, figures and punctuation marks that make up the matter that we type.

### · JANUARY 1933.

THE ROYAL COMMISSION ON LABOUR.

The Royal Commission on Labour in India, whose appointment under the chairmanship of the Rt. Hon. Mr. J. H. Whitley was announced last January, has commenced The terms of reference for the its work. Commissioners are "to inquire into and report on the existing conditions of labour in industrial undertakings and plantations in British India on health, efficiency, and standard of living of workers and on the relations between employers and the employed and to make recommendations." In recent years, there has been too much of discontent among the working classes in the country, and strikes in important industrial centres have become a very common occurrence. It was only very recently that Bombay was made free from these recurring industrial dislocations and that normal conditions were restored in the staple industry of the City. Nevertheless, the fact remains that discontent among the working classes is deep rooted and the conditions under which they have to work, it is alleged, are not conducive to their moral and material advancement.

It is not the purpose of this article to trace the genesis of this discontent. To do so would mean an encroachment upon the functions of the Commission. One must bear in mind that this is the first Commission of its kind appointed by His Majesty's Government to inquire into the labour conditions in India. This is by itself ample evidence to show that the Government have begun to fully recognize the legitimate rights of labour and that they feel the necessity of probing deep into the causes of the present discontent with a view to remedy it ultimately.

The personnel of the Commission is thoroughly satisfactory and leaves nothing to be desired. There are representatives of the employers, and also of the labourers to guard their respective interests. Besides, there are level-headed social workers who can be safely relied upon to serve the country and the masses as a whole without an iota of bias or prejudice. In Mr. J. H. Whitley, the Chairman of the Commission, we find a man who, as he declared in his opening address at Karachi, is determined to keep only one motto before him and his colleagues, namely, "India first and all time; sections afterwards."

There are some cynics in India, as there are in many other countries, who are making it their business to view the Commission and their activities with distrust. We feel that the attitude of some labour organizations and leaders in this respect is unjustified. can best serve their constituents by collecting and placing before the Commission all available and relevant data that would go a long way in convincing the Commissioners of the intensity of their grievances and the fairness of their demands. On the other hand, should these cynics choose to abstain from co-operating with the Commission, Indian labour's case is likely to be lost through default.

There are many questions pending solution which must necessarily be brought to the notice of the Commission. For instance, in Bombay,

labour organizations can make good use of their funds and energy if they actually take the Commission to the labour area, show them the slums, convince them of the effects of low wages and the attendant indebtedness, present to them some sample family budgets, and furnish them sufficient data which may strongly support the grievances and demands of labour. There are very important questions like the sickness insurance, unemployment insurance, maternity benefits, creation of conciliation boards and many others which require a very careful handling both by the Commission and the people.

#### APRIL 1933.

History tells us that Malabar had carried on trade with Egypt and Arabia from very early times. Bartholomeo speaks of the Musalmans who came to Malabar in the reign of Caliph Valid (A. D. 710), and various other travellers have recorded from time to time the advent of Egyptian and Arabian merchants and the formation of Muslim colonies at Quilon and other ports in Travancore. The descendants of these early settlers and of the converts they made are called Their mother-tongue is Mala-Methans. Their women do not generally valam. observe purdah and in their habits and customs they are like the Malayalis. among these that we find the marumakkathayam section. Some centuries a small colony of Muhammadans came from Arabia and settled in Cranganore. on their descendants migrated to Travancore and are now found in Alleppey and other places in North Travancore. They belong to the group known as Thangal. the invasion of Travancore by Tippu in the 18th century a number of Hindus in North Travancore were forcibly converted into Muslims and their descendants, now found mostly in Parur Kunnathunad and Muvattupula taluks are known as Jonakans. They corres-

pond to the Mappillas of British Malabar but unlike them they are a peaceful community and have not earned a notoriety for rebellion. During the reign of Rama Varma in the latter half of the 18th century, Diwan Raia Kesava Das, to whose foresight is due the development of the port of Alleppey the most important commercial centre in Travancore brought some Bora Musalmans and Kutch Memons from Sind, Kutch and Gujerat, settled them at Alleppey and encouraged them in opening trade with Bombay. The descendants of these settlers are still there carrying on trade with Bombay, Calcutta and other Indian and foreign ports. During the reign of Martanda Varma, the maker of modern Travancore, in the earlier part of the 18th century the Nawab of Carnatic, sent an army of Muhammadans to help the Raja to crush They belonged to the internal rebellion. group of Dakhani Musalmans. Their descendants are still here engaged in trade, Government service and other occupations. Their numbers have increased in recent years by fresh arrivals from Bombay and other places. Travancore has had commercial and political relations with the adjoining Tamil country from very early times and consequently there have been constant streams of migration of Tamilians to this country. Among them there were large numbers of Muslims also who came for purposes of trade. Some entered the country through Aramboly and settled in the southern parts of the State. Their descendants are known as Thulukkans, while others came through Arienkavu and Their other mountain passes further north. descendants who are now found in Shenkotta, Pathanapuram, Minachil and other places are called Ravuthars. Both the Thulukkans and Ravuthars speak Tamil and are Tamilians Labbai is another in their habits and dress. Origingroup of Tamil speaking Muslims. ally the name "Labbai" was a title given to the persons who served in mosques and presided over religious ceremonies. Latterly, others have also adopted this title and thus a separate group has been formed.

The total Muslim population, according to the present census, is 353,274 which shows an increase of 30.6 per cent during the last decade against the general increase of 27.2 per cent in the total population. In the previous decade they increased by 19.4 per cent, while the increase in the aggregate population was 16.8 per cent only. numbers returned under different groups are unreliable. It will be seen therefrom that the bulk of the Muslim population of this State belongs to the Sunni sect, those belonging to Shia sect numbering only 1,319 out of a total of 353,274. The Sunnis are again divided into four sub-classes and each of these again into a number of groups. It will be noticed that the Malabar and Tamil Musalmans together constitute as much as 96.5 per cent of the Muslim population.

### JANUARY 1935.

This is interesting to every one:—The expression of dislike, even of repulsion, at the exacting of interest is ages old. The medieval Church thundered against it. The condemnation of it in the Merchant of Venice—"For when did friendship take A breed of barren metal from his friend"—is only a faint echo of the thunders. The merchant, a thousand years ago, had the evil dilemma presented to him, "He who practiseth usury goeth to Hell, and he who practiseth it not tendeth to destruction."

Nevertheless, there seem to be sound enough answers to the objections. The first is an opportunist one. The amount of savings in a country, even in a country like the United States, is not without its limits. But the number of undertakings eager to make use of the savings is without limit; all manner of schemes, many of them quite sound, but most of them vain visions of a luxuriant imagination, clamour for capital in order to bear fruit

abundantly. We need some way of allotting the capital among the contending claimants for it; and the device of interest payment is probably as good as any. The savings flow to the schemes that promise to yield most in The rate of interest is the index the future. finger telling us where to direct the volume of savings at our disposal. Many assert that a rate of interest is needed to assure a flow of savings. I am not sure about that: the possibility of earning interest is only one of the motives prompting to saving. I am sure, though, that some such indicator as a rate of interest is needed in order to allocate our savings. It is the demand for the savings rather than the supply that is affected by the rate of interest.

The second answer to the objectors is perhaps the more effective. It is that, so long as we recognize a right to property, we are logically obliged to recognize a right to pay and to receive interest. Interest payment is bound up with our institution of private property. If I have enough money I can command builders to erect a factory for me. can command workers in steel to make for me all sorts of cunning machinery, can command farmers and others to supply me with materials for the product I think it advisable to manufacture. My money is power. And having this power I can procure the capital enabling me to control and direct some small part of the economic machinery. I might allow another to use my factory and my machines, might hire them out for a payment that I should call And the hirer would make the payment because he could earn it.

Doesn't it appear only natural that, instead of getting an annual return from my factory, I should get a similar annual return by allowing another to exercise my power to command the market and himself to erect the factory to his own liking? That I call the first payment rent, the second interest, indicates no essential difference.

The quite unjustified assumption usually in the minds of those who object to interest payments is that it is necessarily filched from the produce of labour. To be sure, labour does not get the whole of what is earned through its co-operation with labour. Yet no injustice is thereby done. Capital, too, is productive; the product is a joint one, and neither capital nor labour can assert a claim to the whole produce of industry. We need no far-fetched reason for interest payment.

#### APRL 1935.

One of the often quoted aims of a general education is to fit the pupil for life-meaning, ninety-nine times out of a hundred-for the practical business of earning a livelihood. Importance tends to be laid on any subject which has even the remotest claim to the term "marketable," that is to say, the future career of boys and girls is constantly in the minds to all educationists. But this looking forward of the future has another totally different aspect. With the increase of scientific inventions, and the multiplication of labour-saving devices, it will inevitably come to pass that hours of labour will be lessened and workers will enjoy more leisure. It is surely not too far fetched a notion to suggest that children should be shown how to use leisure to the best advantage. In fact, it is being done already on all sides in the encouragement of hobbies. Some hobbies are only a passing "craze" for this or that, some last and become permanent life-interests influencing the whole personality. Music falls into this latter category. If, during school-life, a genuine love and understanding of music is fostered, in after years this life-interest will be of immense value. The many thousands who have music as one of their hobbies will bear witness to the truth of this.

Quite apart again from this point of view, there is another of perhaps more immediate importance. Music, rightly taught, has an educational value equal to any other subject in

the school curriculum. It is not always readily conceded, but it is a proved fact that music affords excellent mental training in accuracy. alertness, concentration, memory, and discrimi-Music is too often referred to as-the "show" subject, "recreational," "purely cultural"-all true incidentally, but its practical value in a school curriculum has been overlooked. Evidently examination boards are beginning to awake to its possibilities, for music is now included by most examining bodies as one of the subjects in Group IV of the School Certificate, and as a main subject in Group B of the Higher Certificate. This is a progressive step, but schools as a whole are not yet taking advantage of it. statistics of the last few years show that where they are taking music as a subject in the School Certificate, only a few gifted pupils The reasons are many-complications of the time-table; the dearth of specialist teachers capable of dealing with the syllabus; the non-recognition of the value of the subject by the head of the school; the omission of music as a class subject throughout the school; and examination papers too academic and specialized for normal candidates.

If there could be a more general acknow-ledgment of the usefulness of music on the part of educational authorities, the earlier of these difficulties would disappear. And a survey of the School Certificate syllabuses and examination papers of the eight examining boards for the last few years shows conclusively that the question papers are being carefully dealt with. Every year sees slight changes in one or other of the syllabuses and tests, and nearly always in the direction of making these more straightforward.

In some quarters there is a growing opinion that the examination should be partly or wholly a practical one. Where the tutorial system still prevails, as in some of the public schools, it is apparently impossible to prepare the usual music syllabus. Oxford and Cam-

bridge Joint Board, which is the examining body most used by public schools, has met the difficulty by making the examination wholly practical.

### JULY 1935.

The advancement of knowledge, or briefly research, is recognized as a vital necessity for the life and progress of any nation; increasing attention has therefore to be devoted to this side of the function of a university. All the universities both the old and the new are as a matter of fact making increased provision for it. And it is a matter for gratification that this need has been emphasized in this country also and that almost all universities are training students in the matter of original investigation. To seek an argument for research in the universities is an utter anachronism. It rests upon the broad basis of the value of the intellectual progress of mankind. It is on the question of research and on the lead which the universities can give to it that the reputation of the country as an intellectual centre largely depends.

It may be asked, "What is research?" The word 'research' is a catch-word and like all catch-words seems rather soiled by too familiar use; but for the sake of brevity we have to use it. Research means investigation, the tracking of truth. It is a process of eternal inquisitiveness. No study survives unless it is rooted in research, unless it is impelled by a desire for finding out truth. Thus research is a life-giving herb. To a man who has this spirit of inquiry, learning presents a shoreless sea; to him that has it not, it is bounded on all sides.

Research has two aspects. In the first place, it is an attempt to enlarge the domain of knowldge. Secondly, it is an attempt to discover new bases of knowledge. A

university, if it is to justify its own existence, should increase the sum total of knowledge of mankind. Otherwise, it becomes a superior kind of school. But it is unfortunate that, at the present day, research in many cases has come to savour ill. It is not, however, denied that there are great men, pursuers of truth for its own sake. But for the most part, research has come to mean a euphemism for unemployment; further in some cases it is forgotten that genuine research is finding out of truth and much energy is wasted in finding out flaws in one another. I do not mean to say that every kind of criticism is bad. A certain amount of it is essential as the means of arriving at the one real truth. But criticism has been for the most part destructive; and such destructive criticism is a hindrance to genuine research. Further, research, to be worth the money spent upon it, must be useful to humanity. The case was once told by Professor Giles of a student who presented himself at Cambridge and who, when asked what he was to research upon, said his subject was the book plates of the different college libraries. Now Professor Giles says, "It would form no doubt an extremely interesting subject for a paper in the proceedings of an antiquarian society, but is certainly not suitable to occupy, with its supervision, the time of busy officials in a great university." This is absolutely true.

Now, to the controversy between humanistic and scientific research. First, what do these words mean? Scientific research means searching out the hitherto undiscovered properties of nature. Research in humanities means the recovery of information concerning the history of man—his thoughts as well as his experiences. Now, as far as I am able to see, there is or ought to be no difference of opinion regarding the need for both.

## S. S. L. C. STATEMENTS.

### MARCH 1930.

Q. 1.

### GOVERNMENT OF MADRAS.

(Land Revenue and Settlement Department).

Read the following papers:

G. O. Misc., No. 1913 dated 3rd July, 1928.

II

Letter from The Chief Engineer, Madras.

To The Commissioner of Land Revenue & Settlement Department.

Dated The 17th June, 1928.

No. 755/28 A 2.

ORDER.

No. 2040 dated 15th July, 1928.

The Chief Engineer, Madras, is informed that it is not the intention of the Government of Madras to charge the Railway Companies for water not taken by them.

(By Order)

A. G. LEACH, Secretary to the Government.

Q. 2.

M. A. Degree Examination.

Days	Hours	Subject	Marks.
Monday	10-1 2-5	Physiology Do.	150 150
Tuesday	10-1 2-5	Histology Embryology	100 150
Wednesday	10-1 2-5	Biology Principles	100 150
Thursday	10-4	Practical	300

Q. 3.

The following is the trial balance of Messrs-Francis Bangara & Co., Ltd., Rangoon, for the year ending 30—6—1928.

Cash at Imperial	Ban	k .	Rs. 18,657	Rs.
Stock (1-7-1927	7)		29,780	
Purchases less re		3 .	11,765	
Sales less returns	3			48,977
Expenses .			2,658	
Debtors .	•		18,500	
Sundry creditors		•		52,875
Leaseholds, &c.,			86,000	
*Capital, &c.,	•			65,508
	Tota	l.	167,360	167,360

<sup>\*</sup>This includes Profit and Loss Account.

Q. 1.

MARCH 1931. TIRUPATHI

Celebrated for its hill temple and sanctity

on the Katpadi-Gudur Section

THE MADRAS & SOUTHERN MAHARATTA RAILWAY CO., LTD. (Incorporated in England)

Brahma Oootchavam is held every year in the month of September. Very near the Railway Station Janakara Bhavan a spacious choultry is situated and accommodation can be secured free of rent. The town is noted for wood-carving and metal work. Renigunta Junction on the Broad Gauge section of the North-West Main Line is about half an hour's run from Tirupathi East Railway Station.

Q. 2.

Revised list of festivals with centres in the Presidency.

District	Centre	Festival		No. of pilgrims attending	Duration of the festival
South Arcot Anantapur Tanjore { Chittoor Bellary	Siruvakkur Mariammankoil	Mariamman festival Chinnapper festival Palanquin festival Roman Catholic festiva Audi Krithikai Car festival	1	10,000 8,000 4,000 3,000 100,000 9,000	10 days 10 " 3 " 1 " 4 " 3 "
	All the above festivals are h	eld in August every year			
	Anantan, Capital, January 1, Do. Drawing Account		Dr. Rs. 300	Cr. Rs. 6,000	
	Chandran, Capital, January 1 Do. Drawing Account Leasehold Premises, January Plant Stock, January 1, 1928 Sales Purchases Wages (Manufacturing)	111	150 450 4,500 6,000 23,000 7,000	3,000 38,300	

MARCH 1932.

Q. 1.

Rent, Rates and Taxes Trade Expenses

Debtors

Bank

Creditors

Discount allowed on Sales

Reserve for bad and doubtful debts

### REAL ESTATE. EFFECT OF WAR ON THE SIX MONTHS' SALES.

300 2,500

300

100

52,800

Total

5,000

52,800

500

8,200

The following statement shows the results of the sales by auction at the Mart, in America and country, and by private contract, registered at the Estate Exchange during 1925.

			Mart.	America and country.	Private contract.
January February March		•••	£ 71,020 43,308 85,934	£ 13,745 20,300 64,070	£ 19,500 87,308 23,235
	1ST QUARTER	•••	195,262	98,115	130,043
April May June			61,022 81,353 145,301	22,672 228,222 172,595	35,675 33,650 82,073
	2ND QUARTER		287,676	423,489	151,398

Q. 2. Invoice of 100 Bags Ginger
Shipped per S. S. Clan Macfayden for London by order and for account and risk of Messrs.
Robert & Co., London

		Rs.	A.	P.
Marks and Nos.	1/100=100 Bags Ginger=Cdys. 164 @ Rs. 150/- per candy in godown Rs. Curing, Packing and Shipping @ Rs. 10/- per	2,400	0	0
101/900	candy Rs	160	0	0
101/200 London	Freight paid in full at 27s. 6d. per ton of 12 cwt. N.D. £19 9s. 2d. @ 1/4 Rs.	171	14	0
	Charges	216	9	0
	Rs	2,948	7	0
*	@ 1/4	2,196	11	3

This Invoice and its Bills of Lading go as cover to our 3 m/s Dft. No. 152, £196 11s. 3d. on Messrs. Robert &. Co., London, negotiated through The Mercantile Bank of India, Ltd., Madras. Insurance provided here as per policy No. 187 B herewith, freight paid as above.

Average weight of Bags—Date of Sale 30-11-1930. L/O. Sale No. 210.

E. & O. E.

Calicut, 12th Dec. 1930.

Per pro GANESH & Co., Ltd.,
A. SUNDARAM.

#### MARCH 1933.

Q. 1. Particulars of the students that appeared and passed in the various subjects at the Government Technical Examinations during the year 1929—30 are as follows:—

Subject and Grade		Total examined		ber of stu passed	idents	Percentages of passes		
			First Class	Second   Class	Total	For the School	For the Presidency	
Theory and Practice of	•••	45 23	***	10	10	22	21	
Banking Commercial Geography Shorthand		25 4 1 27 27	1   ï	14 3 1 9 11	15 3 1 9 12	65 75 100 33 44	39 37 39 20 33	
Total		127	2	48	50	••••	•••	
HIGHER:— Book-keeping Theory and Practice of Commerce	•••	6		5	5	83	15	
Banking Commercial Geography Shorthand Typewriting		8 4 5 4 4		81422	8 1 4 2 2	100 25 80 50 50	41 30 43 19 50	
Total .	••	31		22	22	•••		

Q. 2.

### GOVERNMENT OF MADRAS. Public (General) department.

G. O. No. 617, 14th May 1930.

Holidays-His Majesty the King Emperor's birthday-Tuesday, 3rd June 1930-Notified.

READ-the following papers:-

G. O. No. 1147. Public, dated 5th November 1929. ABSTRACT—Holidays—1930—Notified. II

From the Government of India, Home Department, No. F. 134/30—Public, dated 2nd May 1930.

Order-No. 617, Public (General), dated 14th May 1930. Recorded.

2. The following notification will be published in the Fort St. George Gazette and District Gazettes:-

### NOTIFICATION.

Under the explanation to section 25 of the Negotiable Instruments Act, 1881 (Act XXVI of 1881), the Governor in Council hereby declares that Tuesday, the 3rd June 1930, shall be a public holiday on account of the birthday of His Majesty the King Emperor. The occasion should be celebrated in the same manner as last year.

(By order of the Governor in Council)

C. W. E. COTTON, Chief Secretary.

#### MARCH 1934.

Q. 1.

### ORIENTAL STUDIES.

		S	anskri	t		
	N- C		School E	xaminations		
	Institutions	No. of First		Secon	ond	
		Candidates	Passes	Candidates	Passes	
Madras Bengal United Provinces Punjab Bihar and Orissa Assam North-West Frontier Provinces	9 1,400 638 1 658 75	1,386  2,111 140	586  1.064 72	1,249  1,281 38	670  585 12	
INDIA	2,781	3,637	1.722	2,568	1,267	

## Q. 2. PROCEEDINGS OF THE DIRECTOR OF PUBLIC INSTRUCTION.

Dis. No. 946 of 23, dated 28th February 1923.

SUBJECT:—Travelling allowance — Tour — Subordinates in inferior service — G. O. Mis. 145. dated 9th February 1923 — regarding daily allowance of — communicated. READ the following papers:—

1

G. O. Mis. No. 145, Finance, dated 9th February 1923.

READ the following papers:-

G. O. No. 739, Finance, dated 1st September 1922.

From the Accountant-General, No. H. A. D./1-2-149, dated 20th December 1922.

ORDER-Mis. No. 145, Finance, dated 9th February 1923.

The following corrections to the Madras Travelling Allowance Rules published with G. O. No. 730, Finance, dated 1st September 1922 will be issued:—

Annexure—FOR the existing entry under column 2 (Daily Allowance) against "Grade XVI", SUBSTITUTE "annas 4 ordinarily; annas 6 for journey by rail outside the District in which their head-quarters are situated; annas 6 for the days halted and annas 12 for the days spent in the train outside the Presidency."

(By order of the Governor in Council)

E. S. Lloyd, Acting Secretary to Government.

Copy communicated to all Officers corresponding with the Director of Public Instruction.

H. F. Saunders,
for Director of Public Instruction.

#### MARCH 1935.

!Q. 1. Account Sales of 60 chests of Tea received per S. S. 'VICTORIA' and sold on account and risk of JAGADISH & CO., Calcutta.

Marks & Nos	No of chests.	Particulars.	Price per fb.	Rs. As. P.	Rs. As. P.
71–110 111–1 <b>30</b>		Orange Pekoe 5,820 fb. Diamond Select 2,360 fb	Rs. 1½ Rs. 1½	6,275 0 0 3,540 0 0	9,815 0 0
		Less Charges. Freight		105 0 0 95 8 0 42 4 0	
		Commission @ 2%		42 4 0 15 13 0 56 0 0 196 5 0	
		Net Proceeds			9,304 3 0

E. & O. E.

Perth, 31st July 1934.

Thomas & Co.

Q. 2.

# PENINSULAR AND ORIENTAL STEAM NAVIGATION COMPAN . (Incorporated in England.)

Sailings from BOMBAY.
For RANGOON via Coast Ports.
'WILLING DON' about 16th September at 5 P.M.

For <u>CAPE TOWN</u> Direct.
'GLORY' about 15th September at 4 P.M.

For LONDON via Aden and Suez Canal.

'MANORAMA' about 14th September—'CULNA'
about 12th September.

Q. 3.

### IRRIGATED AREA IN BRITISH INDIA, 1903-4

Source of Irrigation.	State Works.	Private Works.	Total.
Wells	Acres. 15,644,00°) 2,944,000	Acres. 12,895,000 1,235,000 5,194,000 6.186,009	Acres. 12,895,000 16,879,000 8,138,000 6,186,000
	18,568,000	25,510,000	44,098,000

### LOWER GRADE STATEMENTS.

Q. 1.

#### APRIL 1935.

Quantity of cotton pressed in the Madras Presidency for the week ending 13th June 1930.

		Number of bales pressed.				
Variety of	cotton.	During the week.	During the corresponding week last year.	Since 1st February 1930.		
Tinnevellies Salems Cambodia Northerns and Wes Cocanadas Outside cotton		5,016 290 3,836 4,228 1,732 Nil.	6,675 594 3,893 5,054 1,923 Nil.	55,761 2,742 43,140 71,227 20,681 Nil.		
	Total	15.102	18,139	193,551		

Q. 2.

K. SIVASAMUDRAM, Esq., Ranipet. CARDIGAN STREET. KUMBAKONAM, 7th April 1932.

### BOUGHT OF SIMHACHALAM AND DRONACHALAM. House furnishers and dealers in crockery, etc.

TERMS:-All goods are charged at cash rates only, and accounts should be paid before the end of the month following that of supply:-

		Rs.	A.	P.	Rs.	A.	P.
<b>3/40315</b>	4 Vanity cases 5 Cushions 17 Dressing cases	 24 18 935	8 12 0	0 0	978	4	0
17/2490	1 Box Cutta bath soap 3 Boxes Dumferline bath soap 7 Boxes Violet de luxe	 3 18 15	12 6 12	0 0 0	37	14	0
6/48910	2 Scent bottles with silver top 5 Salt bottles with mounted top	82 87	4 8	0	169	12	0
					1.185	14	0

E. &. O. E.

AUGUSTS. Deputy Accountant.

Q. 1.

### OCTOBER 1933.

Mormugao-Masulipatam (Metre Gauge).

Miles from Mormugao Hr.			p	No. 14 Hubli assenger 2, 3 class.	No. 74 Hubli passenger 1, 2. 3 class.	No. 62 Sholapur mixed 11, 2, 3 class.	No. 64 Sholapur mixed 1, 2, 3 class.
	Bangalore (P 69) Poona (P 65)	•••	a.	19 0 17 35	8 10 8 30	1 57 3 0	12 0 15 13
142 149 154 164 171 178	Hubli R. I Kusugal Dundur Annigeri Halkoti Gadag		d.	19 20 19 41 19 58 20 32 20 54 21 20	9 0 9 18 9 32 9 59 10 16 10 36	3 30 3 59 4 22 5 10 5 45 6 20	15 40 16 0 16 16 16 52 17 14 17 40
	Sholapur M. S. M. (P	96).	d.	•••	11 0	7 10	18 0

Q. 2.

### Money Market.

Madras. August 15th, 1932.

3½ p.c. Government paper

Rs. 84-2-0 to Rs. 84-10-0 Rs. 69-10-0 to Rs. 71-1-0

3 p.c. Government paper
Imperial Eank of India Rs. 500, Rs. 125 paid
Kelvinator Corporation, Ltd.
Common stock of No Par value at

at Rs. 300.

\$ 14.75

### QUESTION PAPERS.

### Q. 2. Contd.

#### Exchange.

Bank telegraphic transfer			1/6
Bank demand .			$1/6\frac{1}{89}$
Japan Banks buying 60 da	ys D. P.	Nominal	-,039
i00 yen	•		Nominal
Japan Banks selling deman	nd draft o	r T. T.	Rs. 90 per 100 yen.
Bank rate			3½ per cent.
			Bombay, August 15th, 1932.
Bank telegraphic transfer			1s. 5 31/32d.
Demand Bank Bills .			1s. 5 31/32d.
Three months credit .			1s, 6 3/32d.

# Call money 1/2 per cent borrowers Other transactions—

Ni

ROBINSON & CO., Agents.

### JANUARY 1931.

Q. 1.

The following is the Profit and Loss Account for the year ended 31st December, 1933, of a Limited Company engaged in a retail trade—

To Directors' Fees				Rs. 1,000	By Gross Profit		Rs. 15.493
"Salaries and Was	res			2,875	, Dividends from investments		240
, Rent and Rates	,,,,			842	Profit on Sale of investments		105
, Office Expenses				593	,, 110hr on sale of investments		100
Discount .	48			216			
, Advertising				727			
" Legal Expenses				169			
Bad Debts writter	n off			319			
, Bad Debt Reserve			•	500	AND THE TOTAL PROPERTY OF THE PERSON OF		
, Income-Tax				748			
" Depreciation	•			285			
" Preliminary Expe	angon m	witten of		310			
Net Profit	SIISES W	ricten of					
" Met I lour		•		7.314			
		Tot	tal	15,838	Tot	al	. 15,838

Inquiry elicits the information that-

- (a) Office Expenses, Rs. 593, includes Rs. 25 Charitable Donations.
- (b) Of the Advertising expenditure, Rs. 200 represents an amount written off the cost of an illuminated sign, the balance being for the insertion of advertisements in news-papers and periodicals.
  - (c) The Legal Expenses are made up as follows:—

Re purchase of a Re alterations to	lease the Company's	Articles of	Association	•••	35 42 32
Debt Collecting			***	***	
				Total	109

Q. 2.

Mean daily meteorological results for the 24 hours ending at 8 a.m. on December, 28, 1935 :-

Atmospheric pressure (Reduced to 32° F., sea level and gravity) 29.904 Temperature of air	
Temperature of all	
m to a firm managina	
Percentage of humidity 85	
Maximum temperature in shade 85.4	
Minimum in shade	
Minimum in grass 67.3	
Daily velocity of wind in miles	
Daily velocity of wind in marce	
Deput of fait in motios in	
Rain since January 1 40.16	
Percentage of cloudy sky 40	
Hours of bright sunshine	
General weather Passing cloud	ls.

### APRIL 1934.

Q. 1.

The following is the Income and Expenditure Account for the year ending 31st March 1933 of a school for defectives:—

To Boarding expenses	•••	•••	Rs. 2,304 330		Contrib	utions n sale of mai	 unfactured	article	Rs. 3,105
"Building upkeep	•••	•••	233	,,	Interest	on endowm	anta		16,166
"Insurance	•••		29		Rent		лио		56
" Lighting	•••					•••		•••	
" Medical aid	•••	***	62	**	Fees	***	•••	•••	382
Legal and audit expe	enses	•••	145						
., Salaries and wages	•••		13,917						
Postage	•••	•••	46				EN'S ENGLE		
Furniture and cookin	g utensils u	pke	ep 49						
Travelling expenses		•	82						
" Depreciation on build			1,916						
Depreciation on fixture	100	•••	236						
Provident Fund			589						
	***	***	45						
Sundry expenses	•••	•••	20						
	m . 1		10.000						10.000
	Total	•••	19,983				Tota	1	19,983

Q. 2.

Invoice No. 146.

R, RAM & Co., Dealers in cycles and motor accessories.

3/338, Mannar Road, Rajahmundry, 15th February 1932.

To

M. A. PASS, Esq., Cocanada.

Date. Folio number.			Particulars.	Amount.		
1—1—1932	•••	365	Overhauling and cleaning two cycles	•••	Rs. A. P. 5 8 0	
3—1—1932	****	366 367	Two Dunlop Tyres	•••	8 0 0	

### QUESTION PAPERS.

#### Q. 2. Contd.

4—1—1932 6—1—1932 	 368 369 370 371 372 373	Two Rim tapes One back wheel com One set B. S. A. patt One bell Four brake rubbers One pair grips	plete ern axle and	l cups	 0 4 1 2 0 0	2 12 4 7 8	0 0 0 0 0
					27	9	0

Rupees twenty-seven and annas nine only.

E. & O. E.

C. Manavalan, Manager.

JULY 1934.

Q. 1.

### Balance Sheet of J. Wood & Co., as at 31st December 1933.

Sundry Creditors— On Open Accounts On Bills Payable Rent  J. Wood—Current Account Add Interest on Capital , Net Profit  S. Wood—Current Account Interest on Capital		Rs.  1,986 1,100 75 680 300 764	Rs. 3.161	Bank Sundry Debtors Stock-in-Trade Office Furniture Machinery and Plant Less Depreciation	 Rs. 4,300 258	Rs. 313 3,705 3,765 200 4,042
Add Salary , Net Profit  Less Debit Balance	•••	300 132 482 362	120			
J. Wood—Capital Account S. Wood—Capital Account	•••	6,000 1,000	7,000			
			12,025			12,025

Up to the end of 1928, J. Wood, senior, was the sole proprietor of the business, but at the beginning of January 1929, his son, S. Wood, was admitted as a junior partner. The latter had no capital, but his father agreed that Rs. 1,000 should be transferred from his Capital Account to that of his son as at 1st January 1929. S. Wood to receive a salary of Rs. 300 per annum and one-third of any profit over Rs. 500.

Q. 2.

It is important to distinguish between capital and revenue expenditure because, if a revenue expenditure is capitalized, the assets in the Balance Sheet are being inflated beyond their true value, and the profit is being over-stated; whilst, if capital expenditure is treated as revenue expenditure, the profits are under-stated and the assets in the Balance Sheet are shown at below their value.

The discrimination required is as follows:-

Capital Expenditure

(a) Purchase of leasehold premises

(b) Installation of heating and ventilating apparatus.

(c) Purchase of additional furniture

(d) Purchase of patent rights ...

Revenue Expenditure.

Repairs to leaseholds.

Depreciation of leaseholds.

Ground-rent.

Annual charge for maintenance.

Depreciation thereof. Repairs thereto.
Depreciation thereof.

Renewal fees.

#### OCTOBER 1934.

### 1. Typewrite the following:-

The population of Cape Colony was made up as follows at the time of census of April 1904:—

Race.		Number of				
nace.		Males.	Females.	Both sexes.		
European or white Malay Hottentot Fingo Kafir and Bechnana Mixed and other (a)		318,540 7,880 47,030 147,290 545,440 152,760	261,200 7,800 44,230 163,430 568,630 145,570	579,740 15,680 91,260 310,720 1,14,070 298,330		
	Total	1,218.940	1,190,860	2,409,800		

(a) Included 8,490 Indians and 1,380 Chinese.

Q. 2.

An estimate by E. Loze of the world's coal area unworked in 1901 gave the following results:—

			SQ.	MILES.				SQ.	MILES.
China				232,500	Japan	•••			5 000
United States				200,000	France				2,500
Canada			•••	65,000	Austria-Hungary				2,500 1,800 1,700 500
India	•••		•••	35,000	Germany	***			1,700
New South Wales				24.000	Belgium				500
Russia in Europe			111111111111111111111111111111111111111	20,000					
United Kingdom				12,070			Total		605,500
Spain		1		5,500					

Q. 1.

### JANUARY 1935. Crops grown in acres sown in 1930-31.

	Province.	Rice.	Wheat.	Barley.	Millet.	Maize.
Bengal Bombay Sind Madras Assam Bihar and C United Prov	  Orissa vinces	21,567 1,897 1,765 12,543 5,154 15,354 6,789	124 1,569 432 34  1 351 982	83 24 19 3  1,157 3,432	1,206 12,768 6,987 8,948 184 56 159	90 210 4 125 6 19 563

Note:-Add 000 to all figures.

Q. II.

A. TT.					
	Trial Balance of	Mesers. G	opal Narayan & Co., Teku	C.	
Dr.		Rs.	Cr.		Rs.
Gopal's drawings	•••	1,128	Gopal's capital	***	3,112
Buildings	***	1,482	Sales		5,512
Purchases		2,536	Debentures and reserve	•••	1,056
Stock 1st January	•••	528	Purchases Returns	•••	528
Sales Returns		196	Loan from Bank	•••	528 500
Delitors		1,060	Bills Payable	•••	200
Trade Expenses		1,568			
Cash at Bank	•••	284			
Wages and Salaries	***	1,196			
Rent, Rates and Taxes	***	930			
	A CONTRACTOR NO.	-			
	Total	. 10,938		Total	10,908
					No. of the last of

DECEMBER 1927. The number of visitors to the Government Museum during the month of August 1927 was

	Signatures made in	Natural Hi Archaeologi	story and cal section	Art, Industrial and Ethnological section.		
	Digitatures made in	Week days.	Sundays	Week days.	Sundays.	
English Telugu Hindustani Tamil			1,556 138 48 898 10	518 37 15 234	1,169 122 33 550 7	379 34 18 146
Marathi Nagari Gujarati Kanarese Chinese			15 5	4	4 6 2	4
Singalese Malayalam Bengali			i7 	 4 	1	6
		Total	2,687	813	1,894	588

Govt. Museum, Egmore, Madras, } 13th September 1927.

E. BARNES, Acting Superintendent.

## Q. 2. PRICE LIST OF THE "PENKRIDGE" CABINET.

Fitted with "Unity" Quality A1 Spoons and Forks, and Best Sheffield Steel Cutlery. Containing fifty pieces. Contents. If with old English or rat-tail 3 Pieces carvers £ s. d. 17 10 0 spoons and forks and African 6 Table knives ivory handled cutlery 6 Cheese knives 6 Table forks As above, but with Xylenite 4 Table spoons 13 5 0 handled cutlery 6 Soup spoons 6 Dessert forks If with fancy pattern spoons and forks, and African ivory handled 6 Dessert spoons 6 Tea spoons 18 10 0 cutlery 1 pr. sugar tongs As above, but with Xylonite 50 pieces 14 5 0 handled cutlery Prices in sterling silver on application.

### **APRIL 1928.**

Q. 1.
Subsidiary statement showing the transactions of the Special Provident Fund of the Port
Department for the year 1926—1927.

[G. O. Mis. No. 247. Finance (Marine) dated 28th April 1927.]

0. 0. 1233. 110. 27.	
(i) Opening Lalance  (ii) Credits during the year:—  (1) Subscriptions including repayments against Rs. A. P. advances drawn from the Fund 13.994 0 0	Rs. A. P. 71,356 9 0
(2) Interest credited to the Subscribers accounts 4,253 13 0	18,247 13 0
Total	89,604 6 0
(iii) Debits during the year:— Payments on account of closure of accounts and advances made from the Fund	1,450 8 0
(iv) Closing balance	88,153 14 0
	( U ) ( D ) - 10-

Items (i) and (iv) are merged in the general Opening and Closing balances of the Minor Ports Fund. H. A. WATSON,

Secretary to Government.

Q 2.

Area Cultivated and Uncultivated in 1922—23 in each Province.

			Area accord-	Deduct	Net Area.		
Pro	vince.	ing to survey.			According to survey.	According to village papers.	
Bengal Madras United Provinces Bombay Punjab	···		Acres. 53,824 121 47 5.474	Acres.  3,476 47 11,201 4,891 3,213	Acres 5,347 4	Acres. 50,347 365 2,474 7,862 6,293	

### QUESTION PAPERS.

### Q. 1.

### DECEMBER 1930.

### Ploughs for Bullock Draught.

### Specially designed to meet Indian requirements.

Name of plough.		Description.	Price each.		
Climax plough		For small cattle. Of simple construction made of iron with spare of durable steel, a round jungle stick will serve the purpose of a beam	Rs. A. P. 11 4 0		
Pipe plough	•••	For ordinary cattle. Does three times the work of ordinary native wooden plough. Made of iron with share, mould board and blade of steel	16 0 0		
Cotton-soil plough	•	Beam and body of solid forged steel in two sizes of great strength and durability No. 1. No. 2.	93 0 0 73 0 0		
Special B.S. plough		For general ploughing of medium depth, per medium cattle beam of forged steel. Body of cast iron: wearing parts of steel	40 0 0		

### THE AGRICULTURAL MACHINERY COMPANY,

#### ENGINEERS.

Salem.

Q. 2.

### TABLE LXVII.

### American iron and steel wire gauge sizes, areas and weight of steel wire.

Number by wire gauge.	Diameter in decimals of inch.	Area of section in deci- mals of square inch.	Weight of 1 foot in decimals of 1 b.
5/0 4/0 3/0 2/0 0 1 2 3 4 5	0·450 0·400 0·360 0·330 0·305 0·285 0·265 0·245 0·225 0·205 0·190	0·15904 0·12566 0·10179 0·08553 0·07306 0·06379 0·05515 0·04714 0·03976 0·03301 0·02835	0.5366 0.4240 0.3435 0.2886 0.2465 0.2153 0.1861 0.1591 0.1342 0.1114 0.09566

### **APRIL 1931.**

Q. 1.

Statement showing the number of European and Indian Judicial officers of each grade exercising appellate or original jurisdiction in the Province of Madras for the year 1921.

	Original powers.		Appeal powers.			Grand Total.			
Tribunals.	European.	Indian inclu- ding Eurasian.	Total.	European.	Indian inclu- ding Eurasian.	Total	European.	Indian including Eurasian.	Total.
High Court District and Sessions Judges Presidency Magistrates Collectors and District Magis-	8 15 1	23 3	12 38 4	8 15 	4 15 	12 30 	8 15 1	23 3	12 38* 4
trates Subdivisional Officers and	22	9	31	22	9	31	22	9	31
Magistrates Special Benches and other paid	33	115	148	33	115	148	33	115	148
Magistrates	7	742	749				7	742	749
Total	86	896	982	78	143	221	86	896	982

<sup>\*</sup> Including five additional and eight Assistant Sessions Judges.

### APRIL 1932.

Q. 1.

Differences in checking of the Share Outstanding page-war to tals for the second half-year 1929.

	Amount as per		Differe	(	
L.L.F.	ledger.	Correct figure.	Plus.	Minus.	Wear.
14 67 99 119 124 128 156	Rs. A. P. 1,153 9 0½ 564 3 3 580 3 10 524 5 7 339 13 9 259 3 6 215 4 6½	Rs. A. P. 1,253 9 0½ 563 12 11 570 3 10 524 4 9 329 13 9 259 2 8 315 4 6⅓	Rs. A. P. 100 0 0	10 0 0 0 0 10	The schedule was again checked itemwar and the difference now is only Rs. 4—14—6.
SRL	AGADGURU VISHW	ARADHYA	200 0 0	20 8 0	

JNANA SIMHASAN JNANAMANDIR

Acc. No. 199 Math, Varanesi
Acc. No. 1995

:0:----

## I. " I ype write the following revised typescript carrying out the corrections: - "

Caps. Typing from Manuscripts. ->

In preparing for an Examination you should have

| .c/ practice in typing from Manuscripts copies. First
| Leb| Leb|

it will require so as to be accommodated tastefully / hs.

U. c on the page. but if you ascertain how many lines can be typed on a page and how many lines your manuscript copy will require, you can determine the arrangements accurately and fairly. A fools cap page will take about 25/lines and a quarto page about twenty four lines in double spacing. Do not begin a manuscript copy in a hurry nor waste time in thinking of the long about it. A golden on the other hand in typing the from badly written manuscript is: "never type non sense."

It is better to leave blanks than insert rubbish.

It may be that after you have finished the whole of the papers and return head to a puzling word, you /2 will decipher it at once. The students who regard the practice of deciphering as superfluous are those who swell the lists of failures year by year.

Williamson turner & Co., (Export) Ltd. Bradford. Phidelphia (U.S.A) 12th July, 1931. We have just acquired one an extremely valuable D/S addition to our range of stationery lines and are now せ in a position to arrange offer you the Tab blotter, for which we have the world selling rights. / This automatic t bloter is an entirely recent production, and his the most perfect article of its kind wehave sent. The prices are as follows: Imitation leather covered @ 7/6 each f.o.b. Art model @ 10/6 each f.o.b. and are subject to 33 1/3 0/0 0) percent and 10% to the stationer -to We attach here, a descriptive leaflet and we hope you will give us your permisson to send youas a trial order Q one or two blotters but it is really necessary to see the blotter to realise the excellence of this line @\_ Your customers without doubt if approved by your salesmin would find many benefits advantages gained through the use of our product and you in turn add another profit making item to your line . would

Yours faithfully,

The Era Enterprising Company, Post Box No. 42, MADRAS.

# Manuscript Exercises:

Typewrite the following amphifying abbreviations and correcting mis-spellings etc.,:

-: THE MODERN TypisT :-

The invines & that has to be conducted in The Modern Office is complex. The satisfactory performance of it in connection with large offices Calls for departmentalisation, and one of the depasitments is staffed by typists, in Short, the typewriter is pressed into The service of Modern business. Thus, typists are - essential members of the staff of the ordinary business office, large ox small and as oxdinary business to-day cannot be successfully conditated unless they are efficiently staffed, it follows that the modern typist show be a competent worker. In addition to the maintenance of accuracy and speed he has to bear in mind The Style in presentation if satisfactory results are to be obtained.

years ago when the triot in the office was an innovation, not a necessity, the 2014 was done in an unscientific marmer, He was a sight Typist, and comparitively a slow operator because his insufficient techneque made it impossible for him to zook speedily and accurately. To-day, the typist is, on she be a trouch "typist. The touchtypiet is mindful of The importance of accuracy and speed, but accurally connot be attained and speed cannot be main-tained unless right methods are adopted.

\*ERCISE.No.2. when bennenship was an art. Visitors to The Italian Out Exhibition @ The Hoyal acadamy sho. not overlook the cramples o medieval permanship. Deantifully illustrated \$155. to fassination by reason, also, of the artistic / handwritg/, appeal irresistibly to the eye. Ipists fin party/ will notice the skill a wh lines of writing/ are kept serepularing within the ret. of let hans ste margins determed upon by the resport penmen, The core expended on spacing between was on securing uniformity in sizes glong letters fof Short letters of satisfactory mamer in wh. Lindert ing was achieved To peruse handritg. in the days in wh. Thes exhibits Come into use existence was to experience ( thirlb of pleasure fine of the all good arts enokes. [ The writer who 300/yes. ago observed the race is not to b / swift, nor the battle to the strong "exposessed a sentiment wh. universal experience has confirmed. EXERCISE No.3. Library & Xation Building: Public ( notion offere) library of the Gresent day. is fundamentally difft in its conception forom the old world ideal. A library in Caps: a modra state is not a mear store-house zshere bosks are collected preserved sclassified

for the use of lovers of knowledge who nock @ its portals. It serves no dontito, and will conbut time also to serve that purpose / it is nol'es gral part of Molic & dn, an essential componant of machinary employed for imparting mass edn on a universal skale. The work of pub, school is limited in its extent of operation oconsists in supplying sudimento of knowledge to Childreng Chost going-age, in deed only to a fraction of there No. With the devolution of pover from the few to many, the dem and for UniversalEsh, becomes veresistable. The right of the individual Citizen to be educated coinsides with duty dinte of state to Educate him. ( wi. | growth of real democrasy)

Oreal surveys Come into existence during world tour, It | ent of Wan it was clear the axial photographymust provide a to baluable aid to ordy.

Survey of from the date onwards axial survey

Very has been successfully developed in barrious

The world Survey problems. The

greatest problem gaerial survey activities

are: \_ O to correct for the enough who must

Obviously from result, photographing

Tracts of country in 2th. Considerably difft: hight levels exist. (3) 10 fly straight and level and at a constant hight so as to ensure regular overlap gall negations obtained and as near asmaybe a Tomotant skale \$6 (2) To ensure th. as near as possle. Vertical of to correct results of deviation from This ideal. (4) lo reduse operations costs to a standard at 1sh arial survey lan compete financially w other forms of survey \_ 00000 \_\_ If air transport is the most truly inter hatne o transpost in dustries, internationality & regulations are necessary for the operation of ships at see and of trains across great continants, Kun on wds/ But the scope of these of activities is strict. ly limitted, whereas aircraft can penithate anywhere ofly over territories of seval different nations in a journey of a few horors drivation. It has always been esident .: / th international for navigation regulations sere of Vital-implie of driving 1922 ratification of international air convention to who refee has already been made, I forternational commission for air na rigation (known as the g.C. A. Nin Eng. was The C. I. N. A on I continent of Enrope) Camelonto

EXERCISE. No. 6. Typewrite the following letters in proper form amplifying abbreviations and correcting misspellings, etc The Popular Trad & Co. Madras 5 h Nar 35 Fear Sirs, We understand that it has bon desided to start a Gentral Inoustrial School 1.0/ in or near Ramanathapenam, and 13 we take this oportunity of bringing to yr. Statustice 1- farious goods many actures by tis/ This Co. We enclose a Small booklet hereing who illustrates necessary lines in which be feel sure you will be interested. At st/ This stage we do not decire to burden you illustrate with a supply of I material who may be useless, but if you will kindly heruse ! bookelet & write is us, we will be only too pleased to give you our most best 19 Services. The are regularly saplying M.P. Lools, school Charles, to. 6 most of the tachnical & Schools throughout India of we have also sent them to many schools in Caylon. We are prepared to quete fiort. of Kamanathapeiram, or help you to & our tools from 1 swamp merchants to carry Stocks of Them. If you will be kind enough to avail my your selves of our services key Managerschaft and school of hearing from you.

Navagerschaft and and and school of hearing from you.

Managerschaft and and and and hearing from you.

Managerschaft and and and hearing from you. The Managerschool

Gent: We wrote you Sometime ago ofering to give you absolutely tree fixe a box of our highest grade lighe unter Carbon haper / Take I Small sample to be enclose of try to ( Smear by fulling it this! yr. Jingers. It's so clear the you hardly exhect it to write & Convinse zv. Stenographer hand it to 8) & yourself and have him to right a line or two I'vesell- is a combon Copy to Compares to loriginal (what you he wished always, for) | Para | coh | fill in 1 Encloses acceptance cand who is L.E | amorder for one Box Car. Paper @ The regular prise of Rost- he will Send you by prehaid he host- hos boxes of hundred ongripant sheets to a box. There is no obligation of you may (now) just - mail the enclosed hostalkand give your money an opportunity to do double Entry only /8 Slet zours Etc. The Carbon mant g. Cuy East-Cheah St- Landon S. W. 2 6 Allen Bros. Broadway matras n. 7 10 h march 1982

ANOTELE . No. 8. Charles Smith to. 32 Coxlown St. King Bangalore dates 19 1 May 19 (2)3) DIS In reply to yr. favour & sto. of the 12 inst. pe regret to say the thro' some oversite on I hard- it appears to you order 1 cab | box Silk ribbons wasn't copies brown traste book in to [ ( book order , 4 so was lost for sight. (of our entering clerk) he sincerely regret any inconvenience This may haveryon, of how. Severely represent our less our clark his for care for mers. [ Fortunately we have bn. able to get 1 goods from - Stock thouse : hericed them of to hossible all speed. N. P. We are Concerned to hear of ifalling off Croyours 4 as requestos in yr. letter just indicates (manner) The have modified yr. order [ We hope I depres? may prove to be only to the you may soon be able to Autorise us to continue Send to there goods in monthly deliveries as (temporary) -bornesty. Stel-We remain te.

CC-0. Jangamwadi Math Collect. n. Digitized by eGangoth

10 market St liverpool 1st march 1984 mesirs henry & Cotton & Co Ltd Morrich 117 Bird Row D/S. We have flearure replying in to you linguing of sell. 31 st for wh we are obliges. We are Sent- by no last-month wesponse to you trial order have given satisfie at the open of an are now (6) annimed source a longe (glad to hear the 1 goods supjety in in/ eccorce w 1 part is burnished in you and letter by I end of I month of hos. N. P. We thank you for zo Godens, a we do our best to where Ret- you dely as desired Run on you a definite promise to we he meet Wel however we shall start on yo this beek order of if we find to we complean it in Cant if time for all I antides ready by 129 th inst. able to we shall send on those for wh was not [N.P. We have pleasure fin by wishes, as a short-the like is a great lage of raw materials is demand likely to cut some our or -demand der for some months enclosing hereinth a copy of our Catalogue whideals wall atticles in you lot med illustrates order. Specified you Hoy

EXERCISE. No. 10. Benson, Benjamin Ho . Prokers Benline Alge maseas rotu Sep. 34 We Thank you for you lebt of the 17th make. int who we note / Robson spinning Meaning There are at present quoting @ Ro 57- at wh. limit we co proposity arrange a sale for w. Carnicks. These are salvable at Ro 161.4. Olum Dio ident. In an ex div. basis this wo be Rs 185/4 In view of I tact to there has been a rispe trecent in while shares // Standard Sugaro. We regret fall 14 we sont more a ony layers for the shis. not can we obtain a quot " for them in any of basker's lists / Røman assurance Coy. where m/ myers no stelles of these on our bes ! It w. wich to sele car incres please forms. / scrip as in the merket business is for can to we he unless / actual scrip in our power wife earlt way a sate ( wo Her. e ara, eti. to r. K. Raman Erg. Benjamin 16

/ Swaran St.

George Turney adras. Swice ExERCISE. No.11 Colemant Co. 25 dalhanie St. Calcute Jone 10 1938. The manager Comprogrammat Breeze The Remington Typewarter G. Calante we he a reconcy for a smart stenographer. Can u help asste kind be wont. ( 5 get) an Papple conto must be ness opportion of a Lingletty to. machine, but we said be salished w. a fairly I moderate speed to on for they must the The short hand speed must be 110 word per pisable w. repidily of certainly. a twornghly Lind marting o English is positively exects at of hom & writing must be desipherable basily (Energy, functuality Stability Conscient moss & lowsives Receives are iquisite There are excluse chances of frost enion for a Suitable person & Salary po. wil be accorded to ability (8) one portion the aforements med his timest Ø que lifications of who ed be ready to commence vatir ance. If so let as unow with! لتهما Octay on we has a rush o luniversat the mement of new an extra hand, Expecting a per mupt gettly & we remain v. ffly yes James of the State of the Same 1 for Coleman & Co. P3.00 19500 -0. angamwadi Math Collection Detized by eGangotri

Hsir, De beg is let you town the runder the as glapts We have former partnership t ested ourseles , in this lidge under the firm of Ranceson forindaresided/ sami [ Bur Hoffhamas having wife in Vairan the last / fants of South India for off leglot 11 yes and a creatible our the Rothandaran an having sport several yes partition our the towns of partitions of the towns of Malaban are also south to our experience Hotal stell knowledge will enable to give you entire Satisfaction, [ The shall make arrangements State of markets sil shall be ourply to further Tylicests of omfriends to [ hint The Shipping of lead will farm an simp. Jeatine of our business four assure those things with may favour is with their orders to they will have every reason to be pleased with for zeal the faithfull discharge gralle Commission entrustes tous. Possed of Haning ample of mo for carrying on our entite expert. I import trade onour extensive own of are shall be a las to avail ourselves I any advantage Matyour merket -I may fr. time to hime present Copra (Whenever you may require)

Dan oder of Compan

EXERCISE. Nº 13 Jing George mede Relief 125. - Telegrame miss Ross to. Lid - Contración, Brombay Kelief "Zelelophone -no. 32 03 0/2. - In I am directed leyoung BS. if in polices you that at there meeting held of on on 12" who the linder for the exection of new wing of hospital were considered that you and exports of 5009- Rs. was accepted subj to foly. w 1. The partition walls in the servantsquarter to be 10" thick of not 15" as mention 5 infoperification. 2. The grammeter of / hipe at the nees off blog. is to the increase to bifue me, the goints being properly made in clay traiss to be placed while l.c/ 3. mas seys Patent- Lving hinges to be used N.P. to be penided we wains while high. The seal off bo. will be apprixed by about he contract sooner quastre lofs allisations + 6/ for conditions made 4/150:ps/ Home early of spring to be completed lyters
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EXERCISE. No. 14. 105 Fra er Bridge, Bangolie Harch 31,1932. 15 tox 10 18,45 Daily Heard obtice, Now TRomana, Sir In susponse to nout in my yesterday's gest " " paily merald" for a shortened light sug to apply for 1 south bout and 3 am (80 wears of age 4 he compressed put a two years course of training Viet Of Iniman coleage (Banquere) (For 5 years) prior to wh I was a propie @ se many suing N. F School of the last en mi I was muntiling Al bolly swip: - 8h. hand 100 wos. a minute of Tw. 50 was. a min / buring | part Six months The hen entruded with imp, practical who or ale exceedingly varies nature, of Gora high offin (i'd in Bougalore) + bor of muntis in (23 wood private freedom'as wet I ancrose testimonials from (volla): Onineipal & Marijo De ey Fernach mid A. Marija Ba ug Rev. H Campbell me. N.P. Juniz T. mus apple wil ve fine cerrique 2 am gris reppt fortaining Coline cur in

EXERCICO. Ar. 15

From: George Matin. Arenne bld Dangalore

10-Estric Arnols Hoo Bombay of 3rd Dec 28 tof

Ref: No. 2841:

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Very met we will ask you to send us kins Jist Donce 12 Dog Boson, of purple or violet enough sist once 12 Dog Copy, 56 Aron record) 12 boxes of Carbon papers of Cap size (medium stet might/1 grove stypewriter erasers large 25 Reams quarto sije thick tapes & 125 Reams of manifolding Papers. We shall bewanting emelopes tother goods but we will mail yok later as to the quanty qualy we require. I for short monotober ordered early last week have not yet arrived toe liest you'll send them by me carliet train as we have ingent orders for Them. If you Can't Sent tole cordered from Please send as much as you Camp to 6 you be goodenough to send sample, of yrother goodsin omline y offle as we have promissed to severely

.14

EXERCISE:76 London 24 th Sept. 1980. Efin Wester Palson Trans/ Dear/madem. We thank your you for letter of 12th inst. of have pleasure in any forming you that neto sof we) sending by pancel post I lace led spreads fritted pillow slips and cacement custions asendoses rins. We trust the they will reach you safely. Eve are giving careful attention to jour order fir theatre gown of afternoon gown. We'll see that the farmer is embrosdered artistically in accorde or your instruccions ar segard to the afternoon gown we was sending you under sep. Cover by nextorat our present fashions and also own pallet is of the reareste olows to ships sently you When you have made / choise kindy return fatern weekalbe able to complethis work in alrawant from rest of you motore Thompsein & Beak a The anchester 25 ref: la prorder fho. 37 Gaberdine Mice Plates skrit we hope to despatch this on Thussey

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In payment of lest got. you premare! to us.

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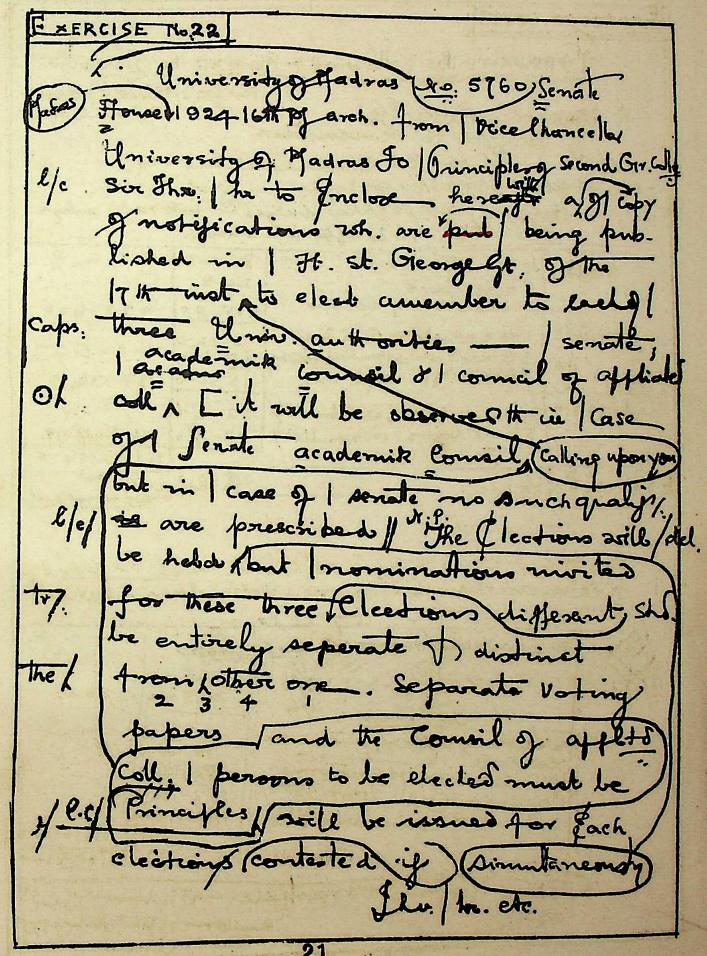
CC-0. Jangamwadi Math Collection, Digitized by eGangetr

Type are the following office at heaters in proper born, taking Two Conton Copies, Correcting mis. shellings and amplifying abbreviations. EXERCISE No 18) Publicity Bureau, Victoria Bogo Bombay 24 to gam 1930. No. 480 From M.R. R. Ras Salit 9. Roma Ras art 6.4 Bh. Capil Al Con Sino under orders of 1 Gove. I am compiling on official you book of the / directory for Presidency fin 1 Emeath See? Kene it is profused a list of I to give first grade Coll in this Presity with a trong brief note mader each cin. &mboogig/le on I following heads: - (1) a very (information) ( his tory breet of 1 origin of growth of 1 Coll. (5) Subject in what affiliated (3) Coll. (4) (3)\_ Staff (4) hostel attacked to 1 CM. of no. of Students K Can be accomodated. Ih. the hr. to request him of you has (so good will be as to formit me wil information neight. before I ens of this month to pres early next-man. I chave I hr. to be, Sir, de (as 1 matter has 5 gs) Publiculy 64icor

EXERCISE No.19 Cah I MKRy K. Par Hasanaty Avi. IEs principle dated | Gove. Coll. Trichinsholy of 20 th game 134 R.O.C. No. 506/34 - Sir - / che. 6 Submet 1 / 1 hr. N.P) following for yo Kind Consideration. [ 1 new 5.5. L.C. Syllabus has 3 of froots out use of wh 2 subs. he to be chosen. I high School has only provision at present for the Sc. For the smoons to Choose on A boy is takes one of 1 optionals will he to take one sub. for Ster | 1 Sc. Gr. but This siftiently Can be associated if provision is made in our Sohort for 1 NP 113 Iving. In Topking: He restriction that only taken fr. each gr. of classes for I leaching of Com! Into. or Stet | but also equip I boys to some Thing to he will he of use to them to earn there living. only not I came dans, I request that arrange in s to apple, an experience Com! Instructor I to get 5 Underwood of 5 Rem. Typg. (machines. I request to early orders may may be made be hassed on I Sut. The D. P. T. Maning and Math Collection. Digitized by eGangotri Prince

EXERCISE No.20 No. Det 1 18 Gffice of linteller the Jan 24 1 10 1933. from the Controller of Curr. to all Tay . Cofficers. Fis, I have / hor. to folly copies o/ bolly. & notifus issued today by Froo of hisia -In his letter I indicate progr. gaidence the presion to be bollowed in reserving dealing w. applies for the Conversion of Seen fig/ sulver 0/ fram, 1933. At 62 bonds 433-37 inter relies 0/ fighe per cent war loan 1929-47, twore of 162 Roan 1960-70) ( / Shall, in one coarse x rigodry / perocedure to be bolomed in conexion 10/ se paiment of 5% War/ran 1992, 47 the 2. 11- W.S. be Kowenient igt 1 cs. her an idea of securities of amount of four mensioned lidger who are enfault present seem or repistered for payment of int. @ ia. trey. 19hr, Musky, Le plas inf w wo inedialely melet of this war compile meny ingrit or Dr. enfacement Registr sens it onto me in the enclosed P.C. (form peo. C. L.-1.) by est. of postif possible. 3. If their be any whip bout in her mostructions that w. hof understand or mo w. reg any burter divers please reflerance to me bi Elegian or w/ I have. It etc. -x' isme/near instructionis.

moshedy tribin marras Jan. 16, 17; Army HY mulins Esq Ch: Fan " Supt mestin Ry. Dark Iven Log sirector of Pub. Into had his. It's he and of in the travition a specimen form 100 of certificatif Jobt aning Leasen hickerist of Halin masters on his Ry bear he instructed to issue w. effect for April 1931 180/ Con win season licketo to unor students apropo of age only on productions of this Ry's pientifpinited form only & Ligned leptic 4. purlès or Principle of Colage orschool 66h. I student ( telongs) those forms may be oblaired pr. 1 the masters on require ca cost o Re11per per book of wo forms [3 th. in huch obliges you will please issue instructions to posit institations, fort as well as autes, under yr presiste Concerning/ necessity / providing/pes 1 will form obtaining for season title folgo Optains (internim) they har the his grammed obsthank Che hamsport in Suport



Exercise No23
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EXERCISE: No.25	Hadres que 63
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grange Huid pen hol	144 sticks in box Ps: 1/4 perbox ders "38.0 "gos."
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attention.	Addison of Col. Mont Ro. Phe Sis.
EXERCISE.26	
L'werpool spo	t Questions April 14th 1916.
	for four good fare fairly
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	1.09 11.44 12.09 12.85
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do-Albassi	7.10 7.25 7.56 TH.
M.G. Brazel	7.10 7.25 7.56 T4.
PJ-G. Scinde Bengel.	7.40 4.55 7.67 ····
Timevelly.	

EXERCISE.27			1000					
Statement	howing the increase in the saley forest frame:							
	By Sale of produce By sale of Froduce							
groduce:	Agency.		or purchase	ers.				
A Shirth was an order	1903-1904	1913-1914	1903-1904	1913-1914				
	Rs.		RS.	frs.				
Fuel & chancoal	1,56,694		2,74,157	2,09,009				
Bamboos:	3,62,695		3, 78 , 233	7, 91, 394				
Sandalwood.	810,70	1,40,205	1716,838	2,44,212				
	1, 218	- 20,305						
Grazing and } fodder grass}			.6,07400	6,81,893				
Chezminer Pro 3 duce	47,184	50,387	4,47,532	7,44,103				
Tree oumers fea			89,786	1,04704				
EXERCISE	0.28.							
Sacreties mi	4 sh main	+1		y Agrichal				
no 3		Total	. Loans	for reducing				
10 ax membe	a capital	loans	perin	delsis /				
	Lakhs.	NO 9-	M. HANG.	Anount				
1318-19 170,78	122.96	77,878 66	10 18,338	24.25				
1917-18 136,05	7 27.99	58,864 49	159 "	18-86				
1916-17 118,93	80.88	49,277 48		18.55				
1915.16 100,76	1 74.95	38 T/3 33	The same of the sa	13.93				
1914-15 90, 688		32,29826		10.74				
1913-14 77,73	6- 6	29,3-1,20		11.57				

CC-0. Jangamwadi Mata Collection. Digitized by eGangotri

EXE	RC	15	E.	NG	29

MEMBERS. The number of effective members on the 30th September 1933. During the year, 26 members were elected, 12 withdress, 1 fied Twelve members who completed the payment of their instalments, was iransferred to the permanent Lion the desimilation of members is shown below:—

on 30th	0.47		on 30 K		
September 1933.	Tomin	Transfer .	During	lei Mahen.	September 1934.
(a) Effective members: Permanent 614				-944	
	11	+12	1	20	816
Instalment. 221	15	+12	_	2	122
Hel. 835	26	-	1 20	22	838
6) Absentes members. 1,438	•••	A-17	1	,	1,438
GRAND TOTAL 2,273	26	1	2	23	2,274

EXERC	ISE	Nº	30
	Ar-		

Salaries and Wages.

pr.	S SECTION S. D. S.				
Lead and Section 24	The second second	Amount.	A VIDE THE	C++.	Amount.
To Establish	ment wages -	20. A. P.			
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Heward	and Offer Room.	17,053 2		ship 2at 11-tim	1,000 15 9
Hitche	Agent and The State of	4.476 10 0	* . 10	chie notallation	1,280 15 9
Chamber	Serveris	2 518 11 11	~	won Tennis	1,198 39
7/ Billian a	Servants .	lana W O	" · Ka	equeto mining Balk	288 9 6
	exerof Lascus	362 140	" " Sw	mines Balk	288 0 0
Ban coolers	and wine Writers .	1,587 13 7	" " 1	edies Parition	
				Tambou	1,974 1 0
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				Jotal Ro. 5.	4,182 1 5
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	3 9 3.1			
EXERCISE NO.31				
	andon Boro	- ah		
		The second second second	Count	PRRACE
	POPULATION	MENT	CILLOTS A	CHAGE
Battersen	167,693	9		., 169
Bermandrey	119 456	9		506
Combeauell	267,235	5	60 4	775
Chilsea	63 700	6		,450 650
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Fulham	157, 944	6	36 15	701
Greenwich Hackney	122509	10	1 - 1 3	637
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EXERCISE Nº 32			CP 1 VA	
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1923	7555 94514	13 6,	685,035280	
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Great Britain	Imperial &	2		
1914	5,140, 364		4 1 A3 9 3 A C	
1923	71,000,000		+1,019,305 17,017,593	
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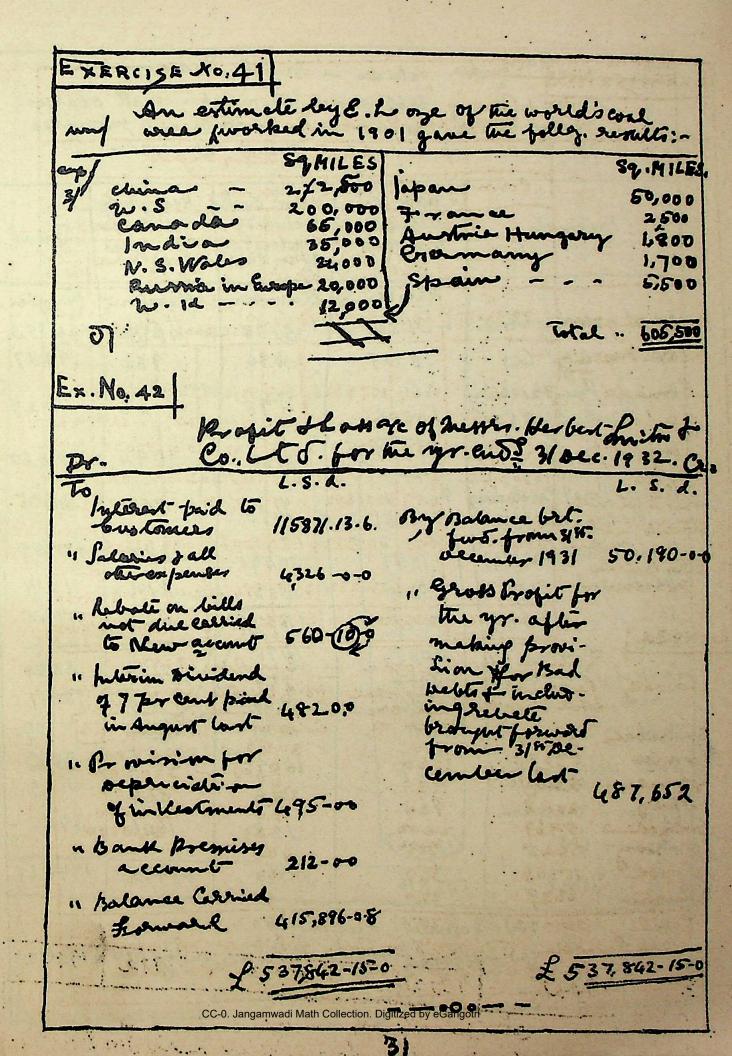
EXERCISE NO 3	9			
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	A recommendation	atti Collection. Digitized by	Gargotri Car	

EXERCISE No.						
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The dishibito ccupations, ac	cording to the	Cape popula censu umbro en	Colony tron amo of 1904 Aployed (Co	mg differences of	1904)	
The distributions, ac	cording to the me	populai populai censu umbers en spean or te Race.	Colony trow ame of 1904 ployed (a other than white	ing differences of European	1904)	
The distributions, accompations ex	te. Sur. Tohi	Cape popula censu umbers en spean or te Race. Jemalao.	Colony tron and of 1904 ployed (a other than Total Maleo.	mg differences of European Race. Temales.	1904)	
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EXERCISE	EXERCISE NO 37								
4	Comparative Bhahisties for provincial District, India, Brus ma + Ceylon.								
- Contraction				Sebl	ember	Br	oma o	+ Cey	lon.
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Amritsar	2	12	44	3	50	27	-		- 26
Bang alone	2	20	69	1	7.1	29	2	1	30
Bombay	4	74	53	26	65	137	4		141
Calenta	4	34	33	25	43	105	1		106
Colombo	4	35	45	14	55	77	2		79
Carachi	2	13	43	5	52	30			30
Lahore	H	11.	24	25	55	45			45
Madras	3	27	40	18	54	68		2	67
Rangoon	. 4	21	37 1		45	55	12	1	57
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CC-0. Jangamwadi Math Collection Sigitized by eGangotri

Common Geolth Imports  Imports according to Connerty of original love Country of Shipmont Connerty of original love Country of Country	Euro Na-	And State of the Control of the Cont							*
Country of this present of the property of the parties september of the presenting of the present of the	EXERCISE Nº33						-	V. C. S. C. C.	
Country of this present Country of origin  1908 1917-18 1908 1917-18  Value Par Value Par Value Par Value Par Value Par Value  Country of this Par Value Par Value Par Value Par Value  Reside Resident Parties of the P	Common-Health Imports								
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(a) for 1924 only (b) lx club ing sendenground Railsong					No. of the last of		nd-	arailo	se
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EXERCISEX.45 motor vehicles in British India. The following table shows the number of all classes of motor vehicles registered in the different provinces of Br. India up to | end of march 31, 1983:—

Provinces.	motor caps including taxi-cab.	Motor Cycle in cluding Scooterg and auto- wheels	Vehicles (lor.	Jotal.
	Namber.	Number.	Namber.	Namber.
Bengal including Calcula	36861	5168	4 6 74	46753.
Bombay City (a)	8559	496	932	9987.
Bombay Presy (excluded as Bombay thy & Sind		795	46	11029
Madras City	(1947)	3168	2094	18868
Madras Presy (excluding Madras City) (a)		1493	5691	14.4.25
United Parringer (6)	12117	20491	4831	18989
The Panjab	54 15	1058	4741	11214
Burma (4) (6)	7842	(1657)	5738	16745
Bihar + brissa	11085	1495	2680	15260.
Central Provinceda)	3077	623	1658	5358
Sind	2046	408	463	2917
Delhi	6811	12.41	7(1162)	9709
North West Frontier	3649	1509	2709	7867
North West Frontier Provinces.	THE PARTY OF THE PARTY OF THE PARTY.	195	202	1139
Aginer - Merwera   Assam (4)	742	198	1606	3751
Istal	133216	21 033	39772	194021

(a) Actually running. (b) Figures relate to the yr. ending 31st Decr. 1932.

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	Average		rainfall in	4	nedes	uchs endig	September		1930
Stations	General	Gebruary	March	Singth	Man	Jung-	والمشرح	Judens-	Soptember
(Krapahakam)	0.32	14:0	0.36	65.0	88.7	9.€	54.4	5.05	7.90
Cocanada	0.14	15.0	64.0	64.0	96.1	4.21	2:8	, w	3.83
Nellone	95.0	60.0	71.0	0.32	1.35		70.7	3 %	7/.9
buddapek	0.15	11.0	0.12	0.52	2			, :	1.92
Massa.	05.0	12.0	6.18	84.0	1.64	9	3.41	23.64	t in
Madura.	97.0	84.0	0.50	2.36	72.		3.05		1.5.1
Combatme	6.30	24.0	940	1.76		100		37.6	1.67
halicut	81.0	91.0	25.0				87.9		3.64
Thirandown	64.0	7.01	67:	100	Sar y St				11.5
16.10: - ton	1.05	1.44	2.39	3.59	3,66	75.0 9			

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to premium	201-6 163-14 163-14 102-14 137-7 190-14 181-2 18
RCISE. Nº 45.	12 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
THE REPORT OF THE PERSON OF TH	- CC-0. Jangamwad Math Collection. Digitized by eGangotri

EXERCISE Not 6 GOVE GRDERS. Set out the following notifications in Proper form; Goot. of Madras (Military) Public Sept d.o. 1544 82 mi sees, Sult /- Marras Rimeers. Military/ marginion at applies ter employment sount of land - preference to treatment - instructions caps. Good Mo. / Public (military) d 276 Beer 1932 1544! le Tophe commander madra, ditty has brought to notice of Gout to be har reconsers to compleat ) dis bandment of phate limers W- refer of Bublic militar dept Corps off Pressomminie dalid 25th bet 1932 vegarog / aboliti in 9/ pimer limiti, over 60% of the man atta contribe be ab-6 that corps sorbed in other limits of the horan army the rust will be discharge 5. 1/m Kiel of heir loyal Service in / army the Commander denires the applies for employed many be given Spl. consider. The God are Pleased to accept the recommendation stirred that thet there men the be eligible for and grant) of land, from menprematurely Discusses fr. / madens Rimers) the preperence fiven under 1303 stand ? arder No. 15 to combatants and pombatants of mon Indian army who remed in 181. Was. 1) he att of all hears of dept + offices N.P. is invited to G.O. No. 590 Rubble Da testist many 1931 + they are asked to sea that committee is shown to men psemelirefoischarged fo/ made as diomeers who may apply for employment rangamwadi Mac Cyllection. Digitized by eGangotri

EXERCISE NY 47. Government of Hadras - Financial Opt - Readthe following popula: 1. G. G No. 295 Ginanciall, of 9th pay, 1927 gostract-recording letter from I goot of India X. No. 442 F.E. dated 181 May 1927 conveying their decision to allow souther to / general provident fund certain evicestions order in ode to enable them to subscribe to the Indian War Loan 11. Letter - from AA. L the Parson, Esq. 9.6. J., Under Seay 6/ Goot of India Ginance dept. 10 To - The Day Secretary to the gove of Behar + Grissa, Finance sept & ated, Limber the 19th June 1928. No.745 41 In reply to you after no 7990-7 dated 8 to gone, 1928, I am directed to Say that members of Frovident fund metroned in the margin who subscribe to the see. War Loan by deductions from payunder tu scheme sanctioned in the Glimance 1. General Provident stand Departments Noti bication she is all from the stands No 1545 - 4, may be permited 2. Provident yours of to take advances from Minance d'Oslice amount 04 their eredit Departments in I bunds when they of me in order to enable them to continue their leave payments, me Advances in their way will be surged to re coupment by (By order) E. W. Barber & Dotte the 24th hay 1924 (Recorded ex Fract) . X. Gimance & ept.

EXERCISE 1 %48. Fort of headres Revene Dept Go. No 335, 25 Jan 4.1988 Subject: Prisrity - Esseing a Press Commen in reg. W/ Subminion of applies for - in procuring miterials from the U.K. order NO 335 Revene delid 25 to Jan 1918 The following Fress communique is published for op. infor / It is hare notified for / information of all appricants for privately assisted in procuring wath from the miled Kingsom had a four hage is most convenients for use. The adoption of 1 seemed gfrevised formais a corrough recommended. The form 9h. Le will in Com" with all applies for maderials at the re Whether quired to manifain continuit of operations or for New works additions or retensions to exist ! works Instruction 6 on / form lays sown that privily applicashe we accused to I Local authority of / province within who the meterials protock we we willind copies of which with his mark in the case of applies for me to their marker in the case of applies for me to see and in the case of mines for we in the early mines. Coppler in people of minestroners other manfoldmine 8hd be addressed to / mines will equipment priority Committee will there in expt of gold mus in Lotten how (at assured) shit. he addrine of Gold fields priving committee at Kolur Inu extract. AR. Knapp got. to the President of the Privile Committee Waden All Hos of Auglis under/ Revenue Augst-inel Bd. of Real supplig levelatist, all Collectors of bids. Collegentons fight Gove Press matters the Charles glomanice Editis Deble.

EXERCISE N%.49. 4) -Government of Hadras local Lelf government department to no. 2156 P. H 28th sept. 1933 medical institutions - momenclature & various Rinds of institutions - goders passed eiget ino 5129 p. P. g. 5 8 2 26. 1833. The Surgeon fent reports that Juse of the term alopathie to distinguish institution of western med, is objectimable and inapropriate. The foot. have decided turnfule ) that the term shot be word in the lenge in offe Correspel Muterous "hospital's 'dispensacies' when und with out any qualifying indicating system of and in voge show he taken to lefter [ to instro only of western med. It institum. of any to system of med. or to be reflered to, the neessay qualitying was. The he was such as answeric lospitals or dispensaries zil The hospital home passic hospitals pte. at present) N.P. her term 'nural dispunderies' as word of in offe correspore. suffers my to the hispense shi continue to be und inthe stated ander the Scheme somet. in fo. no, 1522 p. L. daled)
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A further host pomement of the data Theyor fixed already has trous become necessary I male these cases The Sent are hereby pleaced to be the dates shown age the vocards. (By order of the Government, Ministry of Local Self- avcomment) Elophyad Smith /n Seay to divit. (No. 93)4. - / Hollowing notifn. of 1 gove- is republished: - Fort St George, Sept. 18 19/8(2) (G.O. mus. so 978, Pab.) Home Dept. Establishments. Smla / 2370 aug 1928 No. F. 315/28 - / folg resolu. hast- by I Secry of state + India in Consuly In exessise of 1 (is hub like) (Conferre) hovers they to gent. infor. Sub- Sexion (2) of See 96-13. | Secy. of State of their in Consul of I Good. of India ach 45. | Concurence of al Consul of Ind. had this day of any 1928 a majority of votes @ a meeting of herely makes 1 tolg. for the for premature (amendunt) refice. rale ment rules namely: - / after 13 of 1 sais mes I folg. The Shal he comes namely (1(1) He may beize to make any Contribus. under 1 mles and Shal than retain only I write to a hosportion of gamwadi Math College Office Of

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government of madras ver. deht. Whereas in I opinion of 1 Governor an Canail / preparation of a a second of nights Slet is required to the object- to secure Speci- of \$ | fies in d. (6) of Sal- Seen (1) of Sec. 164 @ 3 the madras es tales land ach 1908 in respect of I village of Stylescha liams and bennar Chaliam in l'Eanjone Elk. lanjone ell. 1 Governor in Connoil ais hereby pleases to derect that a Survey of i Suplemental but orisions he made and that a record of the. be preppares by the Spl. new. off r. ah oin tes for I harpose for 1 Sais live villages LThe recons of rto. Shall Show [(1) the name of each land holder in I village L(2) the name of each ryot and I fact whether the ryor- is or is not an ocaphancy ryd-, or Where there is no rydby Seb- Secr (1) of (3) of the Said Section ry 1- occupyant, Sec. 17 of the madras Survey & Bonno- nos. & Sub-aris Act 1923 (Madras Act- VIII of 1923) Airi Sions Com ital held by the ryd- (or ocuphant as I case may be) as shown in I survey map of the vollage I the area of each survey no (or but on); (4) whether each survey us (or Subon as the Case mayarbelia) it conceletize maniavari, dry or

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#### EXERCISEN LEGAL DOCUMENTS:-

Set-out- the following fromenly correcting all errors:

This indentire made The Fifteenth Day of nov. 1926 bh. Frederick mason of 116 bishop St. In adras dentist of the one hast And Edward nee shown of 592 fulham and. Kilpank of the or hart hitnesseth that in Consider . o I some of five hundred rupes now fid. to I sod. frd. mason by I sod. ed. nee sham I red. o Kh. I Sd. Folk mason doth hereby actionlege he I sd. Fdk. mason doth herbye assine unto Isd. Edur. nee sham, his exerts admistra Jasines al of singleman I several Chattles J. Things Theatricales describes in 1 Sheonle Leve to anexed by way of Security for 1 hay. ment- of I seem of Rome hundres of int. Thereon at trake of 5 % her anum + 1 sol. Fak. mason doth ferther aggrees that he will Lam / principle only hay to Isd. Eswa dem aforsed. ligethe will equal markly hyme Filst day o each m aution of those prese sum of into Shall h Ind. Fuk. masan nd. Edw. Nee? during I Con

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Royal Benevolent Association, Nothingham Endrech to the terms to to make an advance to me h Conditions of the Asso - And Whereas I gohn shaw Colleger have agreed of stand as surely for the Sd. Linel Vancent- Nelson in respectof the sd. advance And Whereas the Sd. Royal Benev Slew-asson. have sanctioned the advance subject the SET \ sd. leson, & conditions and Whereas we are desiron of an Korsing Neville Johnson of The Neville Johnson Neville Johnson of The Neville Johnson Afency, Willingham to enter who such afree ment with the Isd. Royal Benevolent Asson (a formal) Now this deed witherse the that we the sal Linell Vincent Nelson & 9th Shaw Collyer irrevocably appoint the 3d. Nevile Ishnoon) the one blawful Attorney & from the date here of for us & in our names of the benefit of the 13d Lionel Vincent Nelson to herform of the following acts (1) Upon the recent of the St. advance as our acts of deeds to significant of the St. advance as our acts of deeds to significant of the significant of Execute as principal of sure in out the Royal Benevolent Association or otherwise Holzentas it- Shall direct all recessary or proper apreements documents or assurances. (2) To do every the thing whatsoever which may be deemen proper or expedient for fully the recent + effectually completing the Id. transaction! ment

EXERCISE Nº/. 56. memorandum of agreement made this (54) ay of gay of (934) betwitte new era publish 9. comp. my Ltd. (hereing to called the fublisher of the me part and madera Ramanumy herein oftis called the author) other part wherely it is pfeed mutually as follows. 1. The author herely grants to the publisher the ex-Clurice license to plint and fublish in book form in English language in Wia, Burma & Ceylon, a new story Present entitled " batto in the air of who lauthor boeds the copylight meghublisher undertakes to publish the St. work in the first ins. tonce in an edisin of at least \$3000 Copies at: m 1/ supers four and anna eight met in or beg.) 4/ 318t & Harch 1938. In Consideration thereof the juldisher shall pay to the author a royalty of 0) way per cent on published prise of the first me the owned copies Solo and twenty percent. thereafter all details as to/maner of production publication + ars. A shall be left to Sole discresion and the me of and estimates of free Copies of fublisher who shal bear all the expo in withers thereof the so. Thew era hublishing Co. Ltd. app madure Ramaswamy) have hereunder set their hands tis day of The author perants sole right of translating ! Said book in any language excepting tomil + Elupi

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( Herein after Called the life assured)= EXERCISE N. 57. tig assored en thousand thousand Policy 10.002549 k./de Proceeding on declenation Enbruded by W Esq Mr. Mitchell 47 fosler Rd. rungambakam Madras ( in connexion or this policy is l.c 18ds. Declaration is dated the 31st Day of Gett 27) and is made hereby a part of This contract Griental equitablets mance Copte promise to pay to said Life Assued @ / Hier n/ March Minteen and forming three if I said life assured be them alive I evidence of his existence Shall be fromued satisfactory Run en l.c/ If he shall h died before Policy has been issued It date to his legal adminotrator (heir exor) Ens. or ossign on the death of life assured being certified and proved to I Sahifaction stet/ of the direction of eas, of on / broduction of Proper evidence of the policy profilis Sur to the princheges of conditions printed on back This policy of In intress shere of this Polisy is Embrailed by two that I subscribed father stock of the Stock

SPECIFICATION of book ble done over 1 roofing 'Sem Shine' Gotacamund in accorded to 1 plans prepared by mens. Thanson & Sons Architech 218 Breathon madras.

370 april 1935. The water proofing fac for shal be GENERAL Trinidas Lake Rooping Asphall- heales as negro. by I direton & uniformly on opped. The Cein forcing Factor shal be "All Rag Stom Band Fell". The few shall weigh aproximately 14 lbs har 100 dq. ft. PREPARATION The roof deck must be finished to smooth of Roof Deek. and hand and properly grades to milet br

roof. before rooping materials & applies 1 Roof seck must be her fectly day of Swept free by all

APPLICA. The roof shal be law in 1 folly. maner: (1) After 1 roof orch has become thoroughly dry of set- hand, discep, clean of posine to one colle of con-Orete primer. [12) God I Concrete this primes mos down Trinidas Lake Roofing Asphall- wh while hot; apply me layer of All Rap Standard Fell-lapping la. Sheet- 2". (12) Gos 1 fell- than laid mop our The layer of I Ak rap plantand Fell. [6) Goe 1 tells- thus laid mop own a thin layer of ashhalt finething I roof is Small growel Stones in a Uniform + bookman like mander.

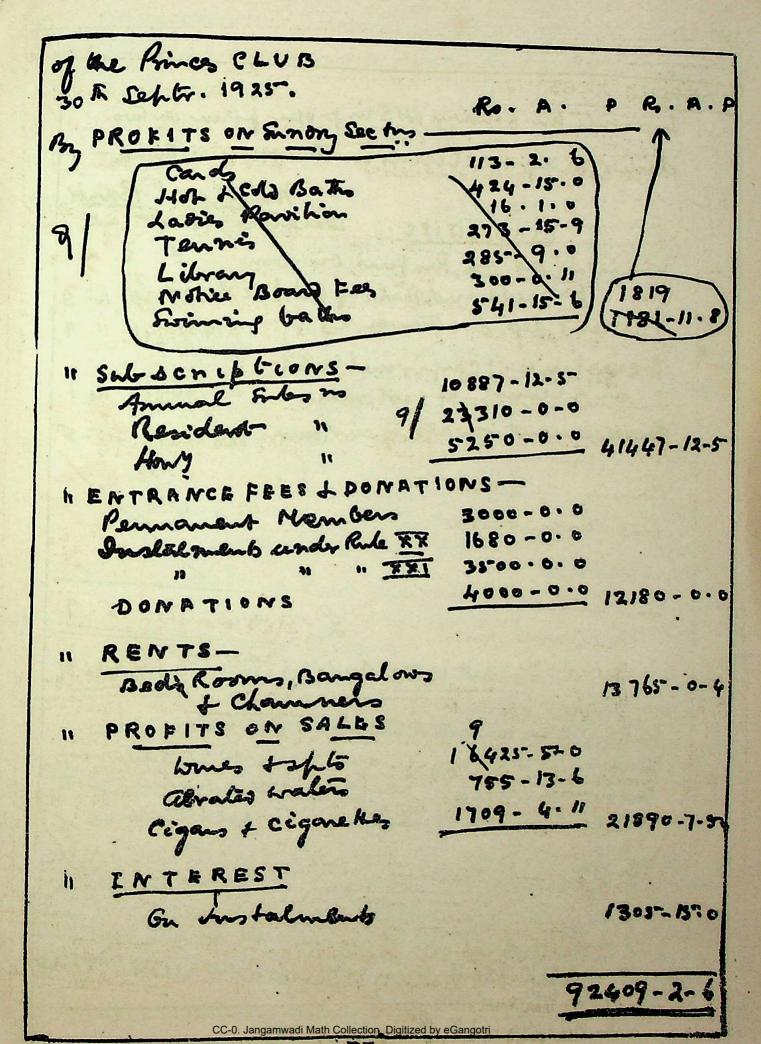
All fells the be laid parallel to 181 she + nailed through I portion the will be over-lapped by I succesting layer of fell. This roof contains 889 braker proffing factor of 12% vein forcing factor

EXERCISEN %59 -: BALANCE SHEETS:-		
Set out I following in proper form on two Separate forlocap sheets so that the items may match.		
foolscap sheets so that the it	ems may match.	
Financial s	Artication	
Statement of the affairs of the ob	ank of Masura our	
Statement of the affairs of the obs week enough 21 st gune 1	929. Ro. A. P.	
a diameter	75,00,000 - 0 - 0	
Capital po up Reserve Fund	52,00,000 - 0 - 0	
Public Deposits at 4000 Tice		
f Branches	1,36,25,692 - 3	
Other deposits	11,31,19,834-10-0	
Bank Post-Bills te.	\$8,477 - 4 - 11	
Sundries	28,53,317 - 5 11	
Total	14,23,57,322 - 2 - 1	
Asset .	Ro. A. P.	
Government-Securités	1.75.51,254 - 4 - 0	
Other investments	4.89672 -8 -0	
4) Loans on ly overnment- 5ecertifies —	8,10,24,756 - 13 - 10	
Accounts of Crevit on		
ant. Seculités -	21 2 8 - 6	
Bills discourles and purchase	35, 18, 061 - 1-8	
Balances with other branks Billion	4,069 - 0-2	
Sundries	7,28,330 - 10-27	
	4 - 8	
Stock Dead  Stock Dead  Cash at Head Office and Brance	19,21,724 - 3-10	
Cost at Hood 6 thee and Branc	he 3.86,18,043 - 3 - 01	
Caron and and	14,23,57,322 - 2 - 1	
Cantains true facts and Scarkte	that &	
Madias From the various book	of accommon	
Territory	Ag. Lecy and Toxiaseus	

EXERCISE NY.60.	
Alatement 8 howing the receipt of expose 19 25 to 31-3-1926.	henditure of
the Singaranam Industrial Sen	ac Sy. W.
19 7pril 19 25 15 31-3- 1926.	Amount-
Recention	
Balance on hand on 1-4-1925	3586 9 4
By Gord- grant	5.32 - ~
" subscriptions	313- 8 -
donations	102
" School fees	de the state of
" interest, rules to	167 13 6
" Sale proceeds of Ad buildings	6000 -
"Threet on money deposites in the Postal Davings Bank	89 - 14 3
in the Postal Davings Bank	
"Sole proceeds of furniture of other effects	609
effect	M TI
Expenditure	R. A. P
20 Establishment	47% 10 -
" food, clothing fe	235
" Freaching staff	540
" Scholarships	
l'eleaders per for drafting t l'executing Sale process te	295 5-
lececuting Sale process re	28
" rent	_ 0
1. repairs	
1. Balance on hand with the Imperio	nl
Bank of India	85.38 132
	11477 11
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Prolection Fundamer 1932	3136	
of Type	CC-0. Jangamwadi Math Collection pagnized by eGangott	ماهده

EXERCISE. No/.62.	Profit & Los Account
	for the year arring
T	
To Losses on Sundry Section _	R. A. P R. A P
Cope Koon (Shanke attacks)	393 63
8 Breweng Racques	6255-1-1 393 to 3 230 9 6)1147-4-10
n Experses -	NOTE OF THE PERSON OF THE PERS
Elec. high 5	3613-15-11
Rate + Taxes	4188-9-10
Salaries + Wafs	25213-2-9
Repairs & renewal,	9600 - 0.0
Interest -	1283 - /2.0
Staty, Printing & Adverty — News hahes & Peristions	71800-0-07
Prima paper of transmissions	(25-06-4-32
Pensions & Gratuities	426-15.0
Fire hourance	72896-0-11
" TRANSFERS -	
Reserve Find	(25/5-0-0-0
Aeprec? "	1305-15.0
	1305-0-0-0 130515-0 2750-0-0 7205-15-0
of Proviete 11	7205-15-0
n 0 1	
11 Balance net- Projit Caniso/-created to B/Sheet	47.400 12.0
Can 03/-000-15 13/3/261-	5-05-9-13-9
	92409-2-6
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EXERCISE No. 63. Typewrite the following BIS in proper form on two items may match as in this exercise (Rune-Midland Bonde Sheet as Conital pd. up, Res fund, oividen & s. d. payable and Bal. of F. & Late 270793\$ 14 6 Current dep. of other ares 374375146 Acceptance of confirmed Credits on a count of customers 20160494 14 1 Engagement on ap of customers 16837099 -15-5 £ 438452071.15.9 Report of the Anditors to the Ph. holder of me have examined the above PMS in detail w./ books@ HS. office and w./ Certi fied returns p tou Branches. see be. Satisfied ourselve, ast the correctness of the evin, gold Bullion 1

England, Balances with and engus in correct of Cal-Bulls discounted and have unified the correctverified the securities representing the initiments have registed as of aprining to make in themats when registed are of aprining to make it Mis is View of the state of the coy's affairs a cost 9. to flesh of the coy,

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Sheets running across both The sheets so that The that the figures.) Limited at 31 st December 1967. ASSOTS. Com, Gold Bullion, Bank notes, cheques, 718,0664432.2.3 Investments it Bills disconter of 206487910 . 5.2 advances to cust must stir ages L'actitus of Customes for acceptances, Confirmed oredots endligagements 3699754 9.6 Bank premises at H! office & Branches 7635645 - 19-11 Belfast Bank 7. Co. L. (2, 200000 Shares 7 1343780 £12-10 each £3 paid - -Reserve of hudicided profits. me Chydesdale Bank Ltd. 100000 Strakes 7/50 each 210 Nd., 25000 grans 7/10 Each, fully paid Roserved undivided Profile 2,782,283 -11-1 North of Se of land Band Lt 1: 163 000 por. of £ 20 each, £ 6.105, paid Reserve t 2176 648 undivided Profits midland Bank Executor of Francis los Revent until den profits. 363775 15 9 £ 438452011 the Midlend Bank Ltd: 7 Bank and currency notes & Balances Woltank of - Lection, on other Bankon Granicains Ireland, and mess of the money at cell & stort notice. We have also of the Bank & have obtained all the infor texplans we Im your grawn up so as to exactit anthrow & correct of no inform + explains given to us & as show if the books whimney, chartered accts.

EXERCISEN 964.
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Abblir Pociez of Charterer Accountants
Income of Expensione ap for year ander 31 8 aug 1932
Enpenditure & s. d.
2 Printing, Stat & Lander Enpo 22-13-6
" fromt to secretary toroph Exps 10-10-10 9
"Honor in to late fecre tany - 5-5-0 "Offage & receipt stamps 8-2,10
" the freit on annual Dinner " he o'
" Prize for best "ten minute base"
og of campennas
11 Excess of income one Expenditure 11-7-11
19-6-3
Liabilités Balancetheet
Sunday Cred tons 18-2-4
Balance @ cretit 3181-ang 31.21-6-2
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Hon Y. Crisis für Siters hanh

-(Balance (Que Konises + Paid of) Port Canning and Capital of Liabilities Cahital, co Groy Shares of Ro 100/- each 60,00,000 - 0 8,34,049-19 Keserve Juna Sundry Creditors: In good supplies 8,32,319-0-4 30839 - 2 - 9 69,886 11 2 10 Other Finance 11.93,044-14-3 Profit flow account Balance as her last-balance Sheet 1,53,060 - 0 . 0 4,33,320-0.0 len 6 1. iax free dividend 3,60,000-6.0 73,320-0-0 Profit for the year 79740-0-0 R 81,80,154.0.0 information and explanations behave region. Inch line und Correct view of I Campany; Stock of affer. he and as shown by 1 books off Company. (Sd) Check Well J. Co. Hocomland) Anditors.

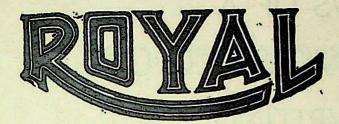
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as values fourti (Sheet as al- 30 k June 1933 ted by Manag? Land Improvements Co. KN Land frailouge (at-con-) her deprec? 20, 29, 311 machinery (at-Con-) — 76,82935-8-9 Len Depreciation 2647835-0.0 5035-100 - 8-9 Furuiture of Finlurestel-Con-) 3,23,425-2-9 50,000-0.0 273428--2-9 Len Depri 470 - 6-8) Slockin liade R 7 2,028 - 9 - 4 Slove Sundry Deblors (Consideres good) 8,07,290 Cash on hand fal-Bank. Cash at factory 12,435-0.0 389-11-4 11 at 4.0. 19702 -9-2 32,527 - 4 - 6 11 in Bank 20tal - - Rs. 81,80,154-0with 1 Goods from chans of 1 Company the obto all 1 Balance Sheet is probably drawn up and represent a according 57 best of our information of explanations from 5 (Sd) Economies &co., Manag? agents.

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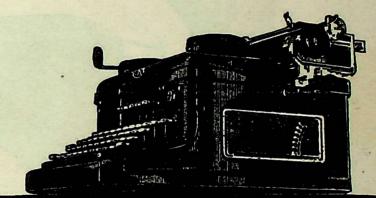
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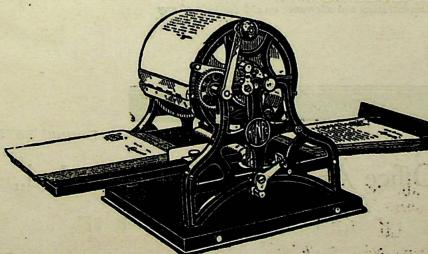
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